



Student Assessment Sub-Committee Minutes

Wednesday, January 26, 2022, 4:00 pm
via WebEx

Attendees: H. Coombs, V. Curran, N. Duggan, T. Hearn, C. Langmead, M. Najafizada S. Pennell, M. Wahl, E. Winter, K. Zipperlen

Regrets (in alphabetical order): S. Drodge, E. Maxwell, R. Perrier, P. Pike, C. Pye, S. Reid

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group.	Call to order at 4:05 pm
Agenda review -Review for COI -Confirmation of Agenda	No COI declared. Agenda was approved	
Review and approval of December 22, 2021 minutes	Not enough voting members present from December meeting to approve minutes. <i>It was MOVED by N. Duggan and SECONDED by M. Wahl to approve the minutes of the December 22 minutes as presented. Send minutes to P. Pike, R. Perrier and S. Drodge via email for approval.</i>	
1. Business arising		
1.1 Review of action items		
Action items from April 28, 2021 meeting:		
ACTION: S. Pennell and K. Zipperlen to look at next steps regarding possibility of using Navigate to monitor academic progress in Phase 1 to 3. Navigate is a learner support system used on main campus that would be used as a formalized electronic system to track learner progress such as reassessments and record meeting notes. <i>Update: K. Zipperlen indicated phase leads are in the process of getting access to Navigate and privacy training.</i>		ACTION: Ongoing
ACTION: K. Zipperlen to develop template for formative question explanation. Share with Phase leads and BMS to encourage and promote providing explanation for formative exam questions. <i>Update: Formative question explainer template has been reviewed by UGMS. Dr. Hearn will send out to instructors.</i>		COMPLETE
Action Items from November 24, 2021		
ACTION: Discuss feedback by S. Drodge at upcoming SAS meeting. S. Drodge provided written feedback that there needs to be a process to track and flag faculty / questions with issues (e.g. not enough questions, poorly written questions, faculty not responding to emails for new questions or the need to edit questions). <i>Update: V. Curran brought to UGMS for discussion, committee supports follow-up in the outlined circumstances. V. Curran to draft message to send to course chairs if instructors are flagged for question issues.</i>		ACTION: Ongoing
Action Items from December 22, 2021		



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<p>ACTION: V. Curran to send copy of recommendations to N. Duggan who will bring to Phase 4 then back to this committee.</p> <p>See below.</p>	<p>COMPLETE</p>
<p>ACTION: S. Pennell to inquire with Resilience software about automatic reminders for clinic cards pending approval.</p> <p>See below.</p>	<p>COMPLETE</p>
<p>2. Standing Items</p>	
<p><u>2.1 PHASE 1-4 ASSESSMENT UPDATES</u></p>	
<p><u>Phase 1:</u> P. Pike not present to report.</p>	
<p><u>Phase 2:</u> Phase 2 Assessment Lead not present to report.</p>	
<p><u>Phase 3:</u> S. Drodge not present to report but indicated via email that there is nothing urgent to report. Exam on January 31st will be invigilated remotely.</p>	
<p><u>Phase 4:</u> N. Duggan updated that the Phase 4 Management Team reviewed and discussed the recommendations by SAS in response to the EPA assessment working group report. Still waiting on further feedback from CDCs, will have this available for the February SAS meeting. Otherwise, no assessment updates.</p>	<p>ACTION: N. Duggan to provide feedback from CDCs for SAS recommendations at February meeting.</p>
<p>S. Pennell provided update on meeting with Resilience software regarding automatic reminders to preceptors if clinic card is not signed off within defined period of time. Reminders can be sent individually or in bulk, you can also notify APA or CDC if no response to reminders. S. Pennell will meet with T-res team to discuss further as similar function already available but their software developers are still working on solution. He also received suggestions from T-res on how to improve preceptor engagement with platform. Discussed frequency of reminders, should send reminder at 24, 48 and 72 hours after clinic card is submitted. Solution will not be ready for April but plan will be in place and implementation can happen in August.</p>	<p>ACTION: Ongoing</p>
<p><u>2.2 STUDENT MATTERS</u></p>	
<p><u>Phases 1-3:</u> C. Langmead brought forward concerns over not having scrap paper available for remotely invigilated exams. This is a particular concern for the Class of 2024 as this theme includes genetics and learners need to draw pedigrees etc. Drawing this using whiteboard feature not practical. V. Curran indicated this topic has been extensively discussed in the past and decision was made to no longer allow scrap paper due concerns about exam integrity. K. Zipperlen indicated that the phase assessment working group is aware of the issue about drawing pedigrees and the group selected exam questions that would not require the drawing of complex pedigrees etc. C. Langmead will report back to students.</p>	
<p><u>2.3 ASSESSMENT MONITORING AND EVALUATION</u></p>	
<p><u>2.3.1 Phase Lead response to Phase 2 course assessment reports</u></p>	



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<p>K. Zipperlen reviewed this report with the committee. No major concerns with assessment identified, action plans are in place.</p> <p>2.3.2 Phase Lead response to Phase 3 course assessment reports K. Zipperlen reviewed this report with the committee. No major concerns with assessment identified, action plans are in place.</p> <p>2.3.3 Phases 1-3 summative marks assessment report K. Zipperlen reviewed this report with the committee. As outlined in the report, the summative marks and statistics for the academic year 2020-2021 are in line with historical trends.</p> <p>2.3.4 Exam blueprints Phases 1 and 3 K. Zipperlen reviewed this with the committee.</p>	
3. New Business	
<p>3.1 Clarification of language regarding late assignments Currently, the assessment plan states that assignments will not be accepted for grading unless prior approval has been sought via the exam deferral process. Discussion about how strictly this should be interpreted, if learner should receive a mark of 0% should they submit their assignment late without notifying the phase lead. There needs to be consideration for unforeseen circumstances and this could be done on a case-by-case basis by the phase lead. K. Zipperlen indicated new language could be incorporated into assessment plans for upcoming academic year.</p> <p>3.2 Revised LIC assessment plan (Class of 2023) K. Zipperlen brought forward a proposal by LIC Coordinator Dr. Rachel Ouellette to introduce interprofessional collaborator assessment by allied health professionals. The goal is to get more formal feedback from allied health professionals when they lead learning encounters. They cannot complete clinic cards as that is limited to physician preceptors. This would be formative assessment only and the plan is to do a pilot with the current Class of 2023 LIC learners. The Phase 4 Management Team discussed this at their last meeting and they are in support of introducing this assessment. V. Curran pointed out that as per university regulations, learners need to be informed of this change and ensured they are not negatively impacted.</p> <p style="text-align: center;"><i>It was MOVED by N. Duggan and SECONDED by M. Wahl to change the LIC assessment plan for the Class of 2023 to include interprofessional collaborator assessment by allied health professionals as presented. All were in favour, and the MOTION CARRIED.</i></p> <p>3.3 New onboarding document for SAS members K. Zipperlen presented the new onboarding document for SAS members. Jennifer Armstrong provided the design. K. Zipperlen will meet with new SAS members to provide onboarding and review the document.</p>	<p>ACTION: K. Zipperlen to draft language for late assignments and bring to V. Curran and SAS for review.</p> <p>ACTION: V. Curran to bring revised LIC assessment plan to next UGMS meeting for approval.</p>



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	ACTION: K. Zipperlen to upload onboarding document to SAS page on website.
Next Meeting: Next scheduled meeting is February 23, 2022.	Adjourned at 5:26 pm.