

Student Assessment Sub-Committee		DATE	May 25, 2016
		ROOM	PDCS Room 4
CHAIR	Dr. Vernon Curran, Chair		
MEMBERS: 2015 - 2016	<p><i>Voting members:</i> <i>Dr. Amanda Pendergast, Phase 1 Lead (or delegate)</i> <i>Dr. Lisa Kenny, Phase 2 Lead (or delegate)</i> <i>Dr. Joanne Hickey, Phase 3 Lead (or delegate)</i> <i>Dr. Katherine Stringer, Phase 4 Lead (Clerkship Coordinator)</i> <i>Dr. Mike Hogan, Phase 2 Assessment/Co-Lead</i> <i>Dr. Barton Thiessen, Phase 2 Assessment Co-Lead</i> <i>Dr. Gokul Vidyasankar, Phase 3 Assessment Lead</i> <i>Dr. Catherine Mah, Member-at-Large</i> <i>Dr. Craig Moore, Member-at-Large</i> <i>Dr. Jessica Downing, PARNL Representative</i> <i>Mr. Chris Harty, Phase 4 Student Representative</i> <i>Ms. Stephanie Power-MacDonald, Clerkship Student Representative</i> <i>Mr. Matthew Quann, Phase 1-3 Student Representative</i></p> <p><i>Ex officio (non-voting) members:</i> <i>Dr. Donald W. McKay, Associate Dean, UGME</i> <i>Dr. Sean Murphy, Chair, UGMS Committee</i> <i>Ms. Diana Deacon, Educational Specialist (MESc)</i> <i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i> <i>Ms. Gerona McGrath, Educational Specialist (MESc), Program Evaluation Subcommittee</i></p>		
PARTICIPANTS	V. Curran, D. McKay, A. Pendergast, C. Mah (call-in), J. Downing, B. Thiessen, J. Hickey, D. Deacon, M. Quann, G. McGrath		
RECORDING SECRETARY	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
INVITED GUEST	Dr. Lynn Power (call-in)		
REGRETS	L. Kenny, K. Stringer, M. Hogan, G. Vidyasankar, C. Moore, C. Harty, S. Power-MacDonald, S. Murphy, S. Pennell		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	The Chair convened the meeting at 4:05p.m.		

<p>#1 REVIEW & APPROVAL OF MINUTES</p>	<p>1.a Approval of February 24, 2016, March 23, 2016 and April 27, 2016 minutes</p>	<p>The minutes of the February 24, 2016 meeting were not approved and will be tabled until next meeting.</p> <p>The minutes of the March 23, 2016 meeting were reviewed during a previous meeting.</p> <ul style="list-style-type: none"> ➤ Moved by A. Pendergast, seconded by C. Mah. All in favour. <p>The minutes of the April 27, 2016 meeting were reviewed.</p> <ul style="list-style-type: none"> ➤ Moved by M. Quann, seconded by A. Pendergast. All in favour. 	<p>ACTION: Minutes of February 24, 2016 meeting will be tabled for approval at next meeting.</p>
	<p>1.b Follow-up on ACTION items</p>	<p>i. Peer assessment: peer assessment forms brought to UGMS, changes approved and will be implemented in September. D. Deacon to ensure their use.</p> <p>ii. Summative Assessment Procedure for Phase 4 Courses: brought to UGMS, too lengthy so ad hoc group to review to shorten. S. Murphy to follow up.</p> <p>iii. Phase 4 MED 8710 revision: brought to UGMS. V. Curran to follow up with S. Murphy on this item.</p>	<p>ACTION: D. Deacon to ensure implementation of the new peer assessment forms in September.</p> <p>ACTION: S. Murphy, Chair of UGMS, will form ad hoc group to review and shorten.</p> <p>ACTION: V. Curran to follow up with S. Murphy on this.</p>
<p>#2 Question-writing tool (L. Power)</p>		<p>L. Power explained the multiple choice question writing tool from SHARC-FM (University of Calgary), and the Committee watched a video explaining how it works. After discussion, it was decided D. McKay will negotiate with the University of Calgary around MUN's adoption of this tool and report back to SAS Committee. D. McKay will meet with L. Power to discuss further.</p>	<p>ACTION: D. McKay and L. Power will meet to discuss further. D. McKay will negotiate with University of Calgary and report back to Committee.</p>
<p>#3 Phase 1, 2 & 3 Assessment Updates (Assessment Working Group Leads)</p>	<p>a) Phase 1 Class of 2020 Assessment Plans</p>	<p>D. Deacon reviewed Phase 1 Assessment Plans. There was much discussion regarding changing block exams from summative to formative in an effort to alleviate high levels of anxiety in students. A. Pendergast will give this more thought. D. Deacon said assessment plans need to be approved by the beginning of August, with UGMS approval in June. C. Mah explained changes to 5740. A. Pendergast and N. Duggan will work together to develop a card to be signed re professionalism aspect of family physician office visits. D. Deacon will check assessment/ reassessment/assignment dates of the four courses to ensure there are no issues/clashes, make edits based on discussion and email to A. Pendergast for review. Any changes will be sent to D. Deacon, and V. Curran will email revised document to SAS Committee, and any further changes will be made by D. Deacon upon her</p>	<p>ACTION: D. Deacon to make suggested edits and send to A. Pendergast for review. D. Deacon will make any further changes necessary and V. Curran will send documents to SAS for review. Any other changes will be made by D. Deacon who will make changes before being sent to UGMS.</p> <p>ACTION: It was moved by A.</p>

		<p>return from vacation before being sent to UGMS Committee.</p> <p>It was MOVED by A. Pendergast and seconded by J. Hickey to approve, in principle, the assessment plans with suggested edits.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED.</p> <p>Phase 3: J. Hickey said main issue is question acquisition. Some material was not examined due to lack of permission to use new questions so old questions that do not cover new material are used. A working group is looking at solutions.</p>	<p>Pendergast and seconded by J. Hickey to approved, in principle, the assessment plans with suggested edits. Motion carried.</p>
#4 Phase 4 Assessment Updates (K. Stringer)		K. Stringer not present to report.	
#5 Student Matters	a) Exam review process report (M. Quann)	M. Quann presented document showing exam review policies in other schools for comparison purposes. As our question bank is still lacking, this issue will be revisited again next year when the new exam question writing tool will hopefully be functioning to alleviate this problem.	
#6 Formative/ Summative Assessment Monitoring/ Evaluation	<p>a) Phase 2 and 3 Exam Blueprints</p> <p>b) Clerkship 2014-2015 report responses: Internal Medicine, Psychiatry</p> <p>c) Phase 1 Class of 2019 assessment report responses</p>	<p>a) D. Deacon reviewed Phase 2 Block 3 and Phase 3 Block 7 exam blueprints. The Committee looked at ways to avoid new material not being covered when forced to use old questions.</p> <p>b) Internal Medicine clerkship assessment report was reviewed by J. Morkar and commented on changing to ITAR's and EPA's. Psychiatry reviewed by J. Gill who noted the Canadian Association of Undergraduate Psychiatric Educators will be creating a cross-country test bank and there is ongoing faculty development around promotion of EPA's in clinical encounter cards through faculty meetings.</p> <p>c) Reviewed by A. Pendergast who commented that Special Projects students will get their rubrics back along with their literature review and poster for feedback purposes. Community Engagement students will also get their rubrics back.</p>	

	d) Historical summary of grade statistics 2013-2016	d) D. Deacon said there were no major outliers visible in the statistics. The first cohort will graduate in 2017 and evaluation reports will be completed then. D. McKay said this year in the MCC there was a 20% change in grades where 70% of the students fell below average. He has met with A. Goodridge and Dean Rourke and discussed starting a version of progress testing where practice MCC exams are given three times - one version right after core at the end of 2 nd year, another a month before the exam at the end of 3 rd year, and the last one at the end of Phase 3 (4 th year) in the Clerkship Prep Course. It was suggested these exams be required but not graded. D. McKay will work on this and keep the Committee updated.	ACTION: D. McKay to work with MCC to obtain three practice exams to be used as progress testing and report back to SAS.
#7 Update on EPA Project		Tabled for next meeting.	ACTION: Tabled for next meeting.
#8 Clinical Decision-Making Questions		Tabled for next meeting.	ACTION: Tabled for next meeting.
#9 Progress Testing		Tabled for next meeting.	ACTION: Tabled for next meeting.
#10 Business Arising		No new business was discussed.	