

<b>Student Assessment Sub-Committee</b>		<b>DATE</b>	October 28, 2015
		<b>ROOM</b>	PDCS Room 4
<b>CHAIR</b>	Dr. Vernon Curran, Chair		
<b>MEMBERS:</b>  <b>2015 - 2016</b>	<i>Dr. Victor Maddalena, Phase 1 Lead</i> <i>Dr. Lisa Kenny, Phase 2 Lead</i> <i>Dr. Joanne Hickey, Phase 3 Lead</i> <i>Dr. Katherine Stringer, Phase 4 Lead (Clerkship Coordinator)/ Dr. Norah Duggan, Acting for K. Stringer</i> <i>Dr. Amanda Pendergast, Phase 1 Assessment Lead</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 Co-Lead</i> <i>Dr. Catherine Mah, Member-at-Large</i> <i>Dr. Jessica Downing, PARNL Representative</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>Mr. Chris Harty, Phase 4 Student Representative</i> <i>Ms. Stephanie Power-MacDonald, Clerkship Student Representative</i> <i>Dr. Craig Moore, Member-at-Large</i> <i>Mr. Matthew Quann, Phase 1-3 Student Representative</i>		
<b>PARTICIPANTS</b>	Dr. D. McKay, Dr. N. Duggan, Dr. M. Hogan, Dr. A. Pendergast, Dr. G. Vidyasankar, Dr. J. Downing, Ms. D. Deacon, Mr. S. Pennell, Ms. G. McGrath, Mr. C. Moore, Mr. M. Quann		
<b>RECORDING SECRETARY</b>	<b><i>(Minutes Taped) Transcribed by Carol Vokey</i></b>		
<b>INVITED GUEST</b>	Dr. M. Goodridge		
<b>REGRETS</b>	Dr. V. Curran, Dr. J. Morkar, Dr. S. Murphy, Dr. V. Maddalena, Dr. C. Mah, Dr. B. Thiessen, Ms. S. Power-MacDonald, Mr. C. Harty		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME	The Chair convened the meeting at 4:00 p.m.	Meeting was chaired by M. Hogan.	
#1 REVIEW & APPROVAL OF MINUTES	<ul style="list-style-type: none"> <li>• Items 1.a Review and Approval of September 16, 2015 Minutes</li> </ul>	Minutes for September 16, 2015 were approved:  <ul style="list-style-type: none"> <li>➤ Moved by G. Vidyasankar; Seconded by C. Moore.</li> </ul>	

	<ul style="list-style-type: none"> <li>Item 1.b Follow-up on action items (D. Deacon)</li> </ul>	<ul style="list-style-type: none"> <li>i. Summative Assessment Policy and Procedure for Phases 1-3: Only change is the addition of the Hofstee Method. Will go to UGMS for approval.</li> <li>ii. ED-5A assessment: Ongoing, approach of ILS sessions has changed, everything is in line, rubric has changed, D. McKay is satisfied that student development can be proven.</li> <li>iii. Phase 3 Assessment Plans, Class of 2018: has now been added to student handbook.</li> <li>iv. Phase 4 Assessment Data Collection (D. Deacon): working with N. Duggan, K. Stringer and S. Williamson of UGME to evaluate program using reliability and validity measurements, student and faculty are satisfied with the new curriculum; reviews at 6 and 9 months, HSIMS has developed forms for APA's on One 45.</li> <li>v. Clinical Decision-Making Questions for Clerkship Review Course (D. McKay): SAS will continue assistance with locating and writing practice questions for MCCQE Part 1</li> <li>vi. Phase 1 and 3 Assessment Reports (D. Deacon): have been completed and reviewed at last month's meeting, emailed out to Phase Leads, responses back.</li> </ul>	
#2 Accreditation		No report	
#3 Phase I, II & III Assessment Updates (Assessment WG Leads)		<p>A. Pendergast said they have had 2 summative block exams – first one saw 100% pass, and the second had 7 students below 70% resulting in 3 rewrites. Entire process for Phase 1 is going very smoothly. Phase 1 Anatomy Lab Exams had some issues, and there has been a meeting to try to resolve them.</p> <p>G. Vidyasankar said Phase II is running smoothly right now, but we must remember to encourage faculty to build up question bank.</p>	
#4 Phase 4 Assessment Updates (N. Duggan)		N. Duggan reported that because assessment won't be looked at formally until the 6 month mark, she is helping to develop a database to collate data on student performance. Faculty development and student feedback are ongoing. Biggest barrier identified is lack of robust narrative feedback, and more faculty development is necessary.	

#5 Student Issues		C. Moore said Community Health has not produced rubrics for all assignments in Phase 3 and some students were told they have failed some written assignments but they have no rubrics to show where they went wrong.	<b>ACTION: D. Deacon will pass on to V. Curran to discuss with C. Mah and will be looked at again next meeting.</b>
#6 Formative/ Summative Assessment Monitoring/ Evaluation	a. Reports from Education Specialist (D. Deacon)	Working on clerkship from last year, and will be working on Phase 2 which should be ready for next meeting.	
	b. Responses to reports from Phase Leads (D. Deacon)	D. Deacon reviewed responses from Phase 3 Class of 2017 and Phase 1 Class of 2018 Assessment Reports.	
	c. Quality Review of Assessment Tools/ Instruments (D. Deacon)	No new reports.	
	d. Phase 1 Exam Blueprints (D. Deacon)	D. Deacon circulated and said first two exam blueprints are done and in both all topic areas were covered and represented in the questions.	
#7 New Business	a. Assessment of Tutorial Sessions (Phase 2 Representative)	M. Quann explained issue of tutorial material being tested sometimes depending on tutors. More useful if supplement to a lecture rather than testable material.	<b>ACTION: M. Hogan to take issue back to Assessment Committee.</b>
	b. Clinical Skills III OSCE Pass Mark	M. Goodridge explained that a new standard setting method for OSCE was adopted in January of 2015 which uses a borderline regression method. It has generally worked out well, however she proposed adding a provisional pass mark of 80 to the assessment plans for all OSCEs. All agreed it can go to UGMS for approval.  M. Goodridge had a question regarding students who do well on OSCE and ask to review their exam. She was advised to continue to encourage students who scored below average to view their exam and answer specific questions for students who did well on the exam.	<b>ACTION: Will be brought to UGMS Committee for approval.</b>
	c. Comparison of Standard-Setting Methods (D. Deacon)	D. Deacon presented graphs showing comparison of exams results using three standard setting methods for Class of 2017.	

#8 Business Arising		S. Pennell spoke on upgrade to Question Mark system that will allow Family Medicine Clerks to see their exams. There will be a server assessment conducted this weekend, and upgrade should be completed by January.	
Adjournment		The meeting adjourned at 5:15 p.m.	