



# Student Evaluation Committee (SEC) Minutes

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## Student Evaluation Committee (SEC)

### APPROVED

Monday, September 27<sup>th</sup>, 2021

2:00-4:00 PM

Meeting via Zoom

**Attendees:** Drs. M. Davis, J. Desy (chair), A. Harvey, J. Haws, C. Hutchison, K. McLaughlin, C. Naugler, S. Weeks, Mr. S. Bell, M. Bondok, Ms. K. Chadbolt, Ms. S. Facchini, K. Fu, Ms. S. Leskosky, Ms. E. Lindquist, Ms. K. Martin, Mr. M. Paget, Mr. M. Sobczak, Ms. S. Tai

**Regrets:** Drs. H. Amin, S. Anderson, G. Bendiak, K. Busche, Z. Goodarzi, K. Hecker, R. Hurowitz, D. Jenkins, M. Jung, M. Keir, W. Rosen, L. Willetts, Ms. L. Ansell (Palmer), Ms. S. Dolatabadi, Ms. L. Felske, Ms. S. George

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### Call to Order

The meeting was conducted via Zoom and was called to order at 2:00 p.m. by Dr. J. Desy.

Welcome to new members (Ms., K. Fu and Mr. M. Bondok, Class of 2024 Representatives) and a brief overview of what the meeting would entail.

1. **Approval of Meeting Agenda** – The September 27, 2021 Agenda was approved.

**Motion:** Dr. S. Weeks **Seconded:** Dr. K. McLaughlin

**All in Favor - Motion Approved**

2. **Approval of Minutes from May 17, 2021 SEC Meeting**

**Motion:** Dr. K. McLaughlin **Seconded:** Dr. A. Harvey

**All in Favor - Motion Approved**

3. **Standing Items**

#### 3.1 Committee Updates

**PCC:** Dr. Weeks reported that Small Groups have reverted back to online learning until the end of October, hoping to have in-person small groups at the beginning of November. Dr. Weeks also asked members to keep in mind that anyone coming to campus (staff, students, faculty or visitors) have to go through the safe campus plan (this includes on-campus events [part of the curriculum], CSM or U of C sanctioned off-site events). Dr. Weeks also noted that in terms of vaccines, AHS is mandating vaccines for students. Students who cannot be vaccinated are being directed to an accommodation process; however, we are unable to accommodate “not working in AHS facilities” therefore this is putting some students (very few) in a difficult situation. As well, Dr. Weeks informed members that student shadowing is still allowed with restrictions such as the students have to log their shadowing in OSLE (to ensure that the UME knows that they are taking part in shadowing, as well to ensure that the students have liability protection). In addition, students have to schedule their shadowing in advance so that AHS is aware of where our learners are. Dr. J. Haws inquired whether there is an official policy for pre-clerkship learners taking part in shadowing and being exposed to COVID patients. Dr. Weeks noted that the pre-clerkship learners should be allowed to be part of a care

team looking after COVID patients, however, it is important to note that the Class of 2024 have not yet been fitted with the N95 masks.

**Clerkship:** Dr. Busche was unable to attend today's meeting.

**UMEC:** Dr. Naugler reported that UMEC has not met since the last SEC meeting, therefore, he had nothing new to report.

### 3.2 Reports

#### Student Reports:

**Class of 2022:** Student representatives from the Class of 2022 were unable to attend today's meeting.

**Class of 2023:** Ms. Lindquist reported that the class was very pleased about the exam grades being released so quickly (within a week) last summer. Also, many students in the class took advantage of the ability to review the Course V midterm exam review. Scott Bell also added that today is matching day for first round of clerkship electives for the class.

**Class of 2024:** Ms. Fu and Mr. Bondok introduced themselves to the members of the SEC Committee. Ms. Fu reported that her class was appreciative of the opportunity to review the Course I Midterm, many students found it very helpful. Ms. Fu also noted that there are a number of left-handed students who struggled when they wrote their Course I Midterm in right-handed desks. Dr. Desy informed the committee that being left-handed is not considered an accommodation. In the past we have not granted accommodations based on handedness. Dr. Desy reported that the UME takes guidance from the Accommodations Office on main campus, therefore students who feel they need an accommodation should speak to that office. Dr. Desy noted that it is challenging to try and ensure that every student is assigned a desk that corresponds with the hand that they write with, but it's something that the Evaluation Committee can continue to discuss. Mr. Bondok asked whether there was a contingency plan in place with respects to Anatomy and how it can be made more interactive and engaging going forward. Dr. Weeks reported that the Class of 2024 will be back in the Anatomy Lab starting in November assuming that COVID rules don't change. Dr. Weeks also commented that the Anatomy team has gone "above and beyond" in terms of trying to create amazing resources that are online (cards, workbooks, regular office hours, as well as additional resources).

**Academic Technologies** – There was not an Academic Technologies report given at today's meeting.

**Evaluation Team:** Ms. Martin noted that there are no updates to report with the exception of the "Presence of Course Chairs during Exams (under New Business) and "Due Dates for Examinations for Course Chairs and Evaluation Coordinators" (under New Business).

### 4. Old Business/Updates

None

### 5. New Business

#### Presence of Course Chairs during Exams (Ms. Kerri Martin)

Ms. Martin explained that starting last year, due to physical distancing, Course Chairs were asked not to come to the exam rooms and that any questions students had for them would be texted, or emailed and the response would be relayed back to the student. As well, Ms. Martin noted that not having Course Chairs in the exam room brings us more in line with the students who write their exams on main campus and what their experience is when they have an exam question. Ms. Martin would like to continue with Course Chairs not going to the exam rooms, but rather they be contacted by phone (text or email) if a student had a question, with their answer being relayed back to the

student. As well, Dr. Desy noted that even though Course Chairs are well intentioned, they may accidentally reveal too much in their answer to the students. Dr. Desy reported that it's important to ensure that the experience for all students was the same, no matter where they are writing their exams.

**Motion: Moved: Ms. Kerri Martin, Seconded: Dr. Sarah Weeks**

Course Chairs are not present in the exam rooms during student examinations [with the exception of certain situations when it has been approved by the Assistant Dean of Evaluations]. Student questions will be texted, or emailed to the Course Chairs and the answer then relayed back to the student.

**Carried**

**Due Dates for Examinations for Course Chairs and Evaluation Coordinators (Ms. K. Martin)**

Ms. Martin proposed that Course Chairs send the first iteration of an examination, including edits and updates, to the UME Evaluation team six weeks before the exam date. Ms. Martin explained that, often times, the Evaluation team is working on more than one exam at a time, and six weeks would be ideal to ensure that the team has time to make the updates and send the revised exam back to the Course Chairs for an initial review. Once it is reviewed by the Course Chairs, it is sent back to the Evaluation team for final review (including an EDI review to ensure that the language is appropriate and inclusive). As well, Ms. Martin added that printing the exams takes five business days, as well, a number of exams have to be sent to the Exam Center (students writing on main campus) a couple of days in advance of the exam.

**Motion: Moved: Ms. Kerri Martin, Seconded: Dr. S. Weeks**

It is proposed that we standardize for all exams, that the Evaluation team requires the first draft of an examination six weeks prior to the exam date, which will give adequate time to make sure that we follow all of the processes properly.

**Carried**

**Student Assessment in Clinical Core (Dr. A. Harvey)**

Dr. Harvey presented a power point presentation titled "Clinical Core Evaluation & MPL Adjustment/Audit Process for Clerkship Exams" (attached). Dr. Harvey explained that historically, a traditional ITER has been used to assess students and clinical core. Dr. Harvey explained that recently it has been questioned if the clinical core ITER reflects sufficient exposure and if it's the appropriate form of evaluation. He noted that the Course Chairs for Course VI initiated a new process to move to a style of form that is similar to Dr. Davis's ITER for Career Exploration. Dr. Harvey presented the old ITER form with all of the traditional categories as well as the new ITER form that includes requesting preceptors to comment on the students' professionalism, responsibility, and ethics. As well, the new ITER has a global unsatisfactory/satisfactory rating and also including an open-ended comment box.

**Motion: Moved: Dr. A. Harvey, Seconded: Mr. Mike Paget**

We propose that the clinical core form adopted and approved for Course VI be approved for clinical core evaluation in all Pre-Clerkship Courses.

**Carried**

Dr. Harvey referred to the second part of the power point presentation titled "Clerkship Exam MPL Adjustment/Audit Process" (attached). Dr. Harvey explained that the current process that we follow for the Clerkship exams is that the previous MPL is used to inform the current MPL (SEC approved process). After a full year of Clerkship exams we double check our work by doing an End-of-Year Hofstee on each of the exams and then inform the MPL for the following year (if there are slight adjustments that need to be made). Dr. Harvey explained that recently there has been an increased amount of new content added into the Clerkship exams – this is a result of two different processes: 1) Development of equivalent A & B forms for alternation, and 2) Security concerns around on-line exams during the Pandemic. The process for Clerkship exams is that students write the final summative exam in different Clerkship rotations at

different times because of the students' different Clerkship schedules (therefore multiple sittings of the Clerkship exam as well as multiple rewrites and deferrals throughout the academic year). It has been noted on a couple of the exams recently that the initial results seem to indicate that the degree of difficulty was different. Therefore, what should be done if the difficulty of a new exam seems to deviate in difficulty from a previous exam. Dr. Harvey suggested to track the percentage of student failures in Clerkship exams and when the percentage meets, or exceeds, 10%, that exam will be flagged for review.

**Motion: Moved: Dr. A. Harvey, Seconded: Mr. Mike Paget**

We propose that the process used to adjust MPL in Clerkship exams with significant new content follow the process outlined in option 2 of the presentation "Clerkship Exam MPL Adjustment/Audit Process"

**Carried**

**MCQ Examination Rules (Dr. J. Desy)**

Dr. Desy informed SEC members that the rules have been redistributed that show up on the front page of all of the multiple choice exams. This was done because some minor edits were made to match all of the current processes. Please review and send any feedback, or suggestions, to Dr. Desy or Jane. One rule that has been highlighted is the time that the student has in an exam includes the time that they need to fill in the bubbles. Therefore, when the time runs out on an exam whatever is on the bubble sheet is what will be graded. Any other changes to the multiple choice exam cover sheet were very minor.

**6. Next SEC Meeting – November 29, 2021 @ 2:00 to 4:00 p.m. Zoom link pending.**