



Student Evaluation Committee (SEC)

APPROVED

January 25th 2019

Room G384

Attendees: Drs. Harish Amin (teleconference), Kevin Busche (teleconference), Sylvain Coderre, Janeve Desy, Jolene Haws, Keven McLaughlin, Pam Veale, Ms. Sarah Smith, Ms. Kathryn Brockman, Ms. Tabitha Hawes, Mr. Arjun Maini, Ms. Sue-Ann Facchini, Ms. Kerri Martin, Mr. Mike Paget, Mr. Matthew Sobczak, Ms. Sibyl Tai, Ms. Jane McNeill (admin)

Regrets: Drs. Kelly Albrecht, Heather Baxter, Glenda Bendiak, Vick Chahal, Sophia Chou, Ron Cusano, Melinda Davis, Doan Le, Charles Leduc, Jacques Rizkallah, Wayne Woloschuk, Ms. Na'ama Avitzur, Mr. William Kennedy, Ms. Shannon Leskosky

1. Approval of Agenda

The January 25th 2019 SEC Agenda was approved.

- **Motion: Ms. Kathryn Brockman Seconded: Mr. Mike Paget**
- **Motion: Passed** (all in favor, none opposed, none abstained)

2. Approval of September 28th 2018 Minutes

The November 2nd 2018 minutes were approved as circulated.

- **Motion: Dr. J. Haws Seconded: Mr. Mike Paget**
- **Motion: Passed** (all in favor, none opposed, none abstained)

3. Reports and Standing Items

a. **Report From Students**

Ms. Hawes expressed some confusion had been cleared up through Dr. Coderre's email to the class about the Associate Deans' test.

Ms. Brockman noted the stress levels of the students as the Medical Skills OSCE's are approaching, and how much Physical Exam will be present to the class. Dr.

McLaughlin's suggestion would be to ask the course chair, Dr. Rosen or evaluation coordinator, Dr. Bendiak for the more exact information.

b. UMEC

Dr. Coderre explained the streamline process for appeals and reappraisals. Stated the process was still in discussion with the University, however hopes our current process is satisfactory. The SEC committee takes care of the appeals to grading and ITER concerns and the SARC committee handles the advancement and promotion based decisions.

c. PreClerkship

Dr. Desy proposed to the committee changes to the AEBM marking scheme as follows getting rid of the current 10% group participation mark and change it to 35% on quiz 1, 35% quiz 2, and 30% on the individual project.

- **Motion: Dr. J. Desy Seconded: Dr. P. Veale**
- **Motion: Passed** (all in favor, none opposed, none abstained)

Second year of the AEBM course has the proposal was to have 70% of the student's grade come from an iter and 30% from their CAT score to combine the final grade.

- **Motion: Dr. J. Desy Seconded: Mr. M. Paget**
- **Motion: Passed** (all in favor, none opposed, none abstained)

d. Clerkship

Dr. Veale showed a powerpoint presentation entitled 'Examinations 2021' which detailed the clerkship structure heading forward and how it relates back to exams and the possible options to consider with these changes. Dr. Veale proposed to stay with discipline specific exams and provide potential exam dates every two weeks instead of every eight weeks. There was various discussion points that took place and Dr. McLaughlin asked Dr. Veale to take this back to the clerkship committee and come back to SEC with a specific detailed plan at the next meeting.

Action: Dr. Veale to take this plan back to the Clerkship Committee and come up with a specific plan to propose at the next SEC meeting.

e. Director of Student Evaluations

i. Guidelines for MPL Setting for new MCQ Questions

Dr. Desy proposed the motion of setting a new guideline for new MCQ questions using the Nedelsky technique.

- **Motion: Dr. J. Desy Seconded: Mr. M. Paget**
- **Motion: Passed** (all in favor, none opposed, none abstained)

ii. Guidelines for MCQs

Dr. Desy handed out a document for multiple choice guidelines for the committee to have a look before they circulated it and made the guideline final, allowing for discussion.

iii. Early Mentoring Results

Dr. Desy talked about the current academic mentorship process and discussed the results thus far through courses 1 and 2. In course 1 there was four unsatisfactory students and 12 satisfactory with mentoring and in course 2 there were four unsatisfactory students and five satisfactory with mentoring.

f. Accreditation Issues

Dr. Busche notified committee members that there will be an interim accreditation that will include onsite visits from external reviewers.

g. Academic Technologies

Nothing to report.

h. Evaluation Team

Ms. Martin discussed the format of the online certifying exams. The options for the exam is to change the format or to remain with the MPL at 100%. Dr. McLaughlin proposed that future online exams be formative not summative.

- **Motion: Dr. K. McLaughlin Seconded: Dr. J. Haws**
- **Motion: Passed** (all in favor, none opposed, none abstained)

New Business

a. Automatic Approval of Agenda and Previous Minutes

Dr. McLaughlin's proposal is that going forward the agenda for that day's meeting along with the previous minutes will have an automatic approval unless there is in any amendment proposed for a change.

- **Motion: Ms. Kathryne Brockman Seconded: Mr. Mike Paget**
- **Motion: Passed** (all in favor, none opposed, none abstained)

b. Change to Minute Structure

Dr. McLaughlin informed the committee that going forward the minutes will have a new format that will just have the information regarding the proposal, vote, main discussion points, followed by action items.

c. HPOP Project Ratings

Dr. McLaughlin presented information based on group project ratings for the HPOP course, and how this could change going forward.

Meeting adjourned at 3:00 pm

Future meeting: Friday March 8th 2019 HSC Rm G384