

Assessment Committee  
June 27, 2018, 4:00 – 5:30 p.m.  
Mayo B646

MINUTES

**Present:** Claudio Violato, David Jewison, Suzanne van den Hoogenhof, Brooke Nesbitt, Peter Southern, Kelly Hallowell, Kevin Diebel, Eric Velazquez, Sophia Gladding, Cassaundra Burt, Cynthia Johnson (administrative coordinator)

**Absent:** Kelaine Haas, Stephen Richardson, Joe Oppedisano, Jeff Chipman, Jane Miller, Jaime Green, Alicia Johnson, Aubrey Thyen,

1. Approve Minutes from May 23, 2018 meeting.  
A motion was made to accept the minutes as written, and the motion passed.
  
2. ExamSoft Update - Suzanne van den Hoogenhof
  - They just finished exams using ExamSoft; all went well, and things are on schedule for all courses to deliver exams via ExamSoft in the Fall semester.
  - There are some issues with image quality on some students' computers. A technical list with ExamSoft specs is going to incoming students and Adam Maier will do an ExamSoft intro during orientation.
  - Some students were concerned about non-secure exams being in ExamSoft, and some complained about inconsistency between courses. The Assessment and Curriculum teams will need to standardize things like the time allowed for exams.
  - There was an issue regarding quizzes for Pathology not being in Black Bag. The Pathology syllabus was a 100-page document, and students didn't read it all. Also, some quizzes weren't in Black Bag, as they should have been, so unless students went through the syllabus carefully, they didn't realize when the quiz would open and missed it. This is a shared responsibility; students should know when the quizzes are, but they should also be in Black Bag.
  - MyProgress and Point of Care/Point of Assessment work with smartphones and tablets, but no provision is made for smartphones with ExamSoft.
  
3. Progress on Working Groups for Clinical Assessment - David Jewison
  - Dr. Jewison will send a questionnaire for each clerkship to the Committee for their perspective on how assessments are made on a day to day, mid-term, and end-of-clerkship basis. The focus will be on required clerkships, but he will also do it for elective clerkships. David to send to Cynthia to send out for review.

- Per Brooke there might be some questions from DCI for LCME that might be helpful; Brooke to send to David.
  - Per Eric, sometimes he asks students to pick something they want to learn about, but it would be nice to have a list of topics he could ask them to choose from.
4. Update on Syllabus Review Retreat - Claudio Violato
- Dr. Violato explained that part of this work is to standardize syllabi because it is good pedagogy, but the LCME visit will ask questions about how institutional objectives are operationalized, and we also want to refer to Dr. Englander's Guiding Principles.
  - Nearly all Twin Cities course directors worked on using a template to review educational objectives for their course (no more than 10); they used Bloom's Taxonomy and moved well in the desired direction.
  - It will be less confusing for students to have something standardization. Would like to develop syllabi for the clerkships, too.
  - Per Peter, it was time well spent; convergence toward standardization is very beneficial, and anytime course directors are together, there's collective group insight; they teach different materials but face many of the same challenges. Per Dr. Diebel, they are standardizing in Duluth as well. David asked about collaboration between instructors.
5. Committee Vacancies/Ideas for New Committee Members - All
- 1 Clerkship director - Chris Fallert?
  - 1 Affiliate Hospital - Regions, Children's, North Memorial?
  - 1 LIC Appointee - Value or HELIX, Amy Candy?
  - 1 Student (MS1)
6. Other Business
- Starting in August, meetings will be one hour, from 4:00 to 5:00. Starting in September, the Committee will meet on fourth Tuesdays, instead of Wednesdays.

**Next meeting on Wednesday, August 22, at 4:00 p.m.**