

April 2, 2018

The Elson S. Floyd College of Medicine (ESFCOM) is submitting a formal request to WSU Faculty Senate for a change to the schedule for submission of final grades. The current schedule of submitting final grades two working days after the completion of the last formal assessment in each of our courses is too short to complete all of the required steps in the formal ESFCOM grading process.

The reason for this request is two working days is insufficient for us to process, collate, analyze and have committee reviews of all the assessment data for the ESFCOM courses. The MD program utilizes multiple assessment modalities to determine student progress in the program all coordinated by the Assessment Unit. Additionally, the assessment data is then reviewed by the two different committees before the student can be promoted to the next course. Because of the multiple steps and committees that are involved we require more time to collect, process and analyze the data to ensure that we are appropriately assigning a grade of Satisfactory or Fail for each student. The following is a description of the workflow required to make end of course decisions about MD students:

Assessment modalities and end of course grades

The following assessment modalities inform end of student grades:

1. Written exams (Mastery exams)
2. Workplace-based assessments (narrative assessments)
3. Objective Structured Clinical Examinations (OSCEs)
4. Course and Curricular Component Deliverables
5. Portfolio

All assessment modalities are designed to measure achievement of specific objectives related to each course for successful completion of the MD program. Therefore, students must **pass each assessment modality independently**; passing one assessment modality will not offset failure in another.

Assigning end of course grades

The last scheduled week of each course in the pre-clinical years of the MD program is an exam week. This week, dedicated to assessment, is used to complete written examinations (mastery exam and progress tests), OSCEs and portfolio sessions. The last required written examination occurs on the last scheduled day of class. Data from all assessment modalities needs to be reviewed, standard set, and collated into reports by the Assessment Unit prior to distribution. The review and collation of the data is a time intensive-process that itself requires more than two days to complete.

All end of course decisions are made by a Student Assessment Panel (SAP). This panel reviews the data from all assessment modalities within each course and assigns an overall “Satisfactory” or “Fail” grade based on the evidence presented. The SAP is a panel of 4 at-arm’s length individuals that reviews data for patterns of performance. This is particularly important for narrative assessments. If a student does not meet expectations for any given assessment

modality, the SAP will recommend targeted remediation to the course director. The course director then presents the performance of each student to the Student Evaluation Promotions and Awards Committee (SEPAC). This committee, of at least 5 members of the ESFCOM Faculty, ensures consistency in grading and policy, including remediation plans, across all courses in the MD program. They also track and discuss students of concern in the program. It is policy that SEPAC reviews and approves all student grades and remediation plans prior to the submission of grades to WSU.

Given the complex nature of the assessment program and the required communication and decision making process, we are requesting an additional three working days to submit final grades to the Registrar's Office. This would mean a grade submission deadline of five working days after the last day of class.

We appreciate your willingness to discuss and consider this proposal.

Sincerely,

A handwritten signature in blue ink that reads "Dawn Cooper". The signature is written in a cursive style with a small flourish at the end.

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