MB ChB ELM Student Progress Committee

Purpose statement
The Student Progress Committee (SPC) is the forum through which information from in-course assessments and other relevant information on individual student performance are collated. Based on that information recommendations are made regarding whether or not students are ready to progress.

Reporting lines
The SPC will submit its recommendations about individual students to the appropriate Board of Censors, and to the Fitness to Practice Committee (FtPC) if required.

Roles and tasks
1. To receive reports, with or without recommendations, from modules (block, vertical, and programme) on the progress of individual students.
2. To make, confirm, or otherwise, recommendations on the progress of individual students based on module (block and vertical or programme) reports.
   a. With respect to conditional passes and to fails, it is the role of the SPC to:
      i. receive notification from the ELM Assessment Sub-Committee of all students whose performance is considered requiring, or potentially requiring, a conditional pass or a fail;
      ii. assimilate that information alongside other information relevant to individual students;
      iii. endorse or modify existing conditions or develop new conditions (as needed);
      iv. ensure students are informed of conditions;
      v. determine when or if the student has subsequently met the relevant conditions.
   b. In those situations in which the committee decides to develop new conditions or modify existing conditions, the affected student, convenor, and ELM Assessment Sub-Committee will be notified accordingly.
3. To receive information from modules and other relevant sources in relation to individual students across modules and years, to inform decision-making and make recommendations.
4. To identify students who are experiencing difficulties and/or at risk of failing, including those who might be offered additional learning support, and inform staff best placed to support the student’s future learning.
5. To make recommendations to the appropriate Board of Censors, by identifying and recording evidence (e.g. attendance, meeting of Terms requirements) supporting that recommendation, regarding individual students being:
   a. ready to progress;
   b. not ready to progress;
   c. potential distinction candidates;
   d. the decision on readiness to progress deferred.
6. To identify students for referral to the FtPC.
7. To review applications, by staff or students, for a change from the standard curriculum for students.
8. To ensure the Chair and ELM Assessment Programme Convenor meet with underperforming ELM students.
Membership

To make decisions
- Dean or Deputy Dean of the Otago School of Biomedical Sciences (BMS) (Chair)
- Associate Dean Medical Education BMS (or nominee)
- Director ELM/Associate Dean Medical Education
- An Associate Dean Medical Education from ALM
- Convenors of ELM Programme Modules that report on student performance via Progress Report Forms
- Four representative ELM Module Convenors, two each from ELM2 and ELM3

To provide information
- Chair ELM Assessment Sub-Committee
- ELM Assessment Programme Convenor
- Other ELM Module Convenors as required
- Associate Dean for Student Affairs
- Hauora Maori representative
- Pacific Island representative

A member who makes decisions or provides information may be replaced by an academic nominee.

To provide service
- ELM Assessment Administrator
- ELM Administrator
- Manager, Student Affairs

To provide quality assurance (not required at every meeting)
- ELM Medical Education Advisor
- A member of an ALM SPC
- MB ChB Assessment Co-ordinator and/or MB ChB Assessment Manager

Working methods

Information, justification and the decision in relation to an individual student should remain confidential to the SPC membership, the student concerned, the BOC and, where appropriate, to the FtPC. For quality assurance the general processes around decision-making should be transparent and available for scrutiny.

The SPC will meet regularly (normally at least three times each year), face to face or by audio/video conference and also at the end of each year to make recommendations for the year as a whole to the relevant Board of Censors.

External review of process of the ELM SPC is encouraged by a representative of one of the ALM SPCs and should occur at least once per year.

When information regarding health and/or personal factors that may influence a student’s performance is presented at these meetings, the meeting shall be informed of the effect on a student’s education, but not the detail of the factors.
Quorum

For each meeting quorum to be achieved, five decision-makers (one being the Chair or their nominee) must be present to participate in the meeting.

A nominee for a decision-maker can only be a nominee for one decision maker, although they can provide information on behalf of more than one person.

A decision-maker cannot be a nominee for another decision maker, although they can provide information on behalf of more than one person.

The ADSA cannot be a decision-maker.

Decision-making

Decisions to be made by consensus.

Where a matter remains unresolved, it should be taken to BoC2/3.

Appendices

Terminology

Current Membership

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<tr>
<th>Name</th>
<th>Committee membership status</th>
<th>Date of appointment</th>
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Approved by MB ChB Curriculum Committee, 1 July 2016.

Updates

Updated references to the Otago School of Biomedical Sciences (BMS), following a name change.

From the MASC meeting of 10 March 2017:

Agreed that a three-year term, with potential for renewal to a maximum six year term, be advised for module and programme convenors acting as decision makers on the ELM SPC.

Review date: July 2019
MB ChB ALM Student Progress Committee

Purpose statement
The Student Progress Committee (SPC) is the forum through which information from in-course assessments and other relevant information on individual student performance are collated. Based on that information recommendations are made regarding whether or not students are ready to progress.

Reporting lines
The SPC will submit its recommendations about individual students to the appropriate Board of Censors, and to the Fitness to Practice Committee (FtPC) if required.

Roles and tasks
1. To receive reports, with or without recommendations, from modules (block and vertical) on the progress of individual students.
2. To make, confirm, or otherwise, recommendations on the progress of individual students based on module (block and vertical) reports.
   a. With respect to conditional passes and to fails, it is the role of the SPC to:
      i. receive notification of all students whose performance is considered requiring or potentially requiring a conditional pass or a fail;
      ii. assimilate that information alongside other information relevant to individual students;
      iii. endorse or modify existing conditions or develop new conditions (as needed);
      iv. ensure students are informed of conditions;
      v. determine when or if the student has subsequently met the relevant conditions.
   b. In those situations in which the committee decides to develop new conditions or modify existing conditions, the affected student and convener will be notified accordingly.
3. To receive information from modules and other relevant sources in relation to individual students across modules and years, to inform decision-making and make recommendations.
4. To identify students who are experiencing difficulties and/or at risk of failing, including those who might be offered additional learning support, and inform staff best placed to support the student’s future learning.
5. To make recommendations to the appropriate Board of Censors, by identifying and recording evidence supporting that recommendation, regarding individual students being:
   a. ready to progress;
   b. not ready to progress;
   c. potential distinction candidates;
   d. the decision on readiness to progress deferred.
6. To identify students for referral to the FtPC.
7. To review applications, by staff or students, for a change from the standard curriculum for students.
Membership

To make decisions
- Dean or Deputy Dean (Chair)
- Associate Dean (Medical Education) (or nominee)
- Convenors for ALM Modules that report on student performance via Professional Attitudes and Summary of Achievement Forms (PASAFs)

To provide information
- Other ALM Module Convenors as required
- Associate Dean for Student Affairs
- Hauora Maori representative
- Pacific Island representative

A member who makes decisions or provides information may be replaced by an academic nominee.

To provide service
- Administrative support

To provide quality assurance (not required at every meeting)
- Medical Education Advisor
- A member of the ELM SPC or an ALM SPC from another campus
- MB ChB Assessment Co-ordinator and/or MB ChB Assessment Manager

Working methods

Information, justification and the decision in relation to an individual student should remain confidential to the SPC membership, the student concerned, the BOC, and where appropriate, to the FtPC. For quality assurance the general processes around decision-making should be transparent and available for scrutiny.

The SPC will meet regularly (normally at least four times each year), face to face or by audio/video conference, and will also meet at the end of each year to make recommendations for the year as a whole to the relevant Board of Censors.

External review of process between SPCs is encouraged through cross-group representation and should occur at least one time per year (this may be between cross-campus groups of the same year level or between ALM and ELM).

When information regarding health and/or personal factors that may influence a student’s performance is presented at these meetings, the meeting shall be informed of the effect on a student’s education, but not the details of the factors.
Quorum

For each meeting quorum to be achieved, five decision-makers (one being the Chair or their nominee) must be present to participate in the meeting.

A nominee for a decision-maker can only be a nominee for one decision-maker, although they can provide information on behalf of more than one person.

A decision-maker cannot be a nominee for another decision-maker, although they can provide information on behalf of more than one person.

The ADSA cannot be a decision-maker.

Decision-making

Decisions are to be made by consensus.

Where a matter remains unresolved, it should be taken to BoC4/5 or BoC6 as appropriate.

Appendices

Terminology

Current Membership

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