

Course-Clerkship Administrators Committee

Meeting Notes

Meeting Date: May 17, 2018 - JOINT Meeting Time: 1 – 2pm		Meeting Location: S1-123	
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MEETING SCHEDULE				
November 16, 2017 - JOINT February 8, 2018 – Course February 15, 2018 – Clerkship May 17, 2018 - JOINT				

Item #	Presenter	Comments/Meeting Notes
1	Group	<p>Introductions/Welcome New Administrators</p> <p>The group welcomes Lisa Darling, who will now support the FM 105 (Development, Structure & Function) and FM 201 (Brain, NSB) courses as well as Christina Zollo who will now be supporting the FM 102 (Building Working Cells & Tissues) course.</p> <p>Housekeeping – Carly surveyed those in attendance regarding meeting schedule for next year. Members agreed day/time works for all, but joint meetings are not effective and quarterly individualized meetings should be implemented.</p>
2	Steve Roll/ Michele Carlin	<p>OASIS Demo/Q &A</p> <p>UMMS-specific OASIS knowledge base can be found here: https://www.umassmed.edu/it/services/Academic-Technology/oasis/</p> <p>E*Value access will be available through March 2019 when the school’s contract ends. IREA will maintain record of all end of course evaluations (which are sent to each course annually via PDF).</p> <p>For clerkships – ‘Welcome to OASIS’ e-mail with background and login credentials was sent to UMMS faculty only – any external preceptors</p>

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		<p>will need to be notified by clerkship coordinators, as the process to add external preceptors to the system is slightly delayed. The external preceptors will eventually receive a system 'Welcome to OASIS' e-mail, however, coordinators may want to provide a heads up as some evaluations may go out prior to this happening.</p> <p>For complete presentation, please see attached.</p>
3	Steve Roll	<p>ExamSoft Overview/Q &A</p> <p>ExamSoft is the newly adopted UMMS exam-safety software, which will be utilized on an optional basis by courses administering online exams. The software blocks all outside applications including screensavers, browsers, documents, etc. essentially creating a "locked-down" browser. Students must use a password to initiate the exam. The password can be distributed before the start of the exam, and administrators set the start time of the exam so that students cannot access the test prematurely. Administrators can also set a designated amount of time from the start of the exam for total completion of the exam (i.e. if a student starts a minute later than their peers, they would have an additional minute than a student who had started a minute before).</p> <p>Pre-existing BBL exams must be recreated in ExamSoft, however, can be downloaded from BBL and re-uploaded into ExamSoft, which IT is able to assist with. BBL exams will download with images and text in separate files, which IT will then re-integrate into a single exam in ExamSoft. Exams can also be created from scratch directly in ExamSoft.</p> <p>ExamSoft will grade exams in real time (excluding short answer/essay questions), and grades can be fed back into BBL. During the IT test phase, this feed will be tested to ensure quality.</p> <p>The equivalent student version of the software is called Examplify, which students must download onto their personal devices in order to complete the exams.</p> <p>For the complete presentation, please see attached.</p>
4	Melissa Fischer	<p>LCME Update</p> <p>Reminder that beginning in July 2018, UMMS will be undergoing the LCME (Liaison Committee on Medical Education) accreditation process, which involves a self-study of all aspects of our curriculum. OUME & Student Affairs may be reaching out to administrators for information or confirmation of information over the course of this process.</p>

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4	Carly Eressy/ Andrea Delaney	<p data-bbox="359 103 407 131">BBL</p> <p data-bbox="359 175 1997 342">Reminder that Academic Computing does not enroll users in BBL, and administrators must request access for any new users through the OUME (Carly Eressy). The BBL request form can be found on the OUME Admin Resources webpage (https://umassmed.edu/oume/admin-resources/) BBL request forms are then processed through the Registrar's office, who completes the enrollment, and any new users are provided login credentials from Academic Computing. Circumstances that would require Academic Computing's involvement in your BBL user request:</p> <ul data-bbox="407 354 2011 418" style="list-style-type: none"><li data-bbox="407 354 2011 418">• You are requesting access for faculty to a prior year of the course in BBL (the Registrar is only able to enroll in the current academic year and years going forward) <p data-bbox="359 461 1944 526">Carly to send an individualized list of course BBL users and their roles for admin review & approval (to FOM1 & 2 course admins only). Completed 5/29/18. Enrollments for AY18-19 should be up to date.</p>