## Assessment Sub-Committee Terms of Reference Policy

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Dean, Faculty of Medicine &amp; Dentistry</th>
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<td>Office of Administrative Responsibility:</td>
<td>MD Program</td>
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<tr>
<td>Approver:</td>
<td>MD Curriculum &amp; Program Committee</td>
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<td>Scope:</td>
<td>Compliance with this policy extends to all members of the Faculty of Medicine &amp; Dentistry.</td>
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### Overview

The *Post-Secondary Learning Act* of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Faculty councils “may determine the programs of study for which the faculty is established” (Section 29(1)). In addition, “a faculty council may delegate any of its powers, duties and functions under this act as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation (Section 29(3)).”

Acknowledging the mission and vision of the Faculty of Medicine & Dentistry, Faculty Council and the dean assign the **MD Curriculum & Program Committee (MD CPC)** the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program. The MD Curriculum & Program Committee oversees the overall design, management and evaluation of a coherent and coordinated curriculum.

The Assessment Sub-Committee operates as a standing committee of the MD Curriculum & Program Committee with delegated responsibility for monitoring and reviewing assessment processes across the MD curriculum.

### Purpose

Reporting to the MD Curriculum & Program Committee, the Assessment Sub-Committee is responsible for monitoring and reviewing appropriate assessment processes across the MD curriculum to provide consistent, reliable evaluation of student performance and support program development.

The sub-committee is guided by relevant Committee on Accreditation of Canadian Medical Schools (CACMS).

### POLICY

1. **RESPONSIBILITIES**
   a. Develop general policy regarding assessment, including:
      i. **consistency** and **validity** of assessment methods;
      ii. overall conduct of assessment of student learning;
      iii. preparation, review and administration procedures to ensure **reliable**, **valid**, **fair** and sustainable student assessment program.
   b. Establish and maintain a rigorous and defensible assessment process applied to all courses and clerkships.
   c. Provide mechanisms to ensure fair and consistent assessment of student performance are administered throughout the program.
   d. Review grading systems to ensure that they are compatible with the demands of the program, profession and current educational practice.
e. Ensure the implementation of an assessment data capturing mechanism to allow for the secure transmission, collection and dissemination of assessment outcomes.

f. Provide guidance and support on appropriate assessment methods for faculty involved in assessment.

g. Monitor assessment policies and practices to ensure consistency with evidence from the literature.

h. Review results of Medical Council of Canada examinations parts one and two on an annual basis.

i. Ensure the discussion of data related to student progress or special assessment materials occurs during the in camera portion of each meeting.

j. Respond to the requirements of the standards of the Committee on Accreditation of Canadian Medical Schools (CACMS), pertaining to assessment.

k. Respond to the requirements of the standards of the Commission on Dental Accreditation of Canada (CDAC), pertaining to assessment.

2. MEMBERSHIP AND VOTING

a. Standing Members (2 voting)
   i. Associate Dean, MD Program
   ii. Director of Assessment & Evaluation, MD Program

b. Appointed Members (9 voting)
   i. Basic Sciences Representative – one (1) appointed representative
   ii. Clinical Medicine – one (1) appointed representative
   iii. Course/Block Coordinator – one (1) appointed representative
   iv. Clerkship Coordinator – one (1) appointed representative
   v. Director, Clinical Assessment, MD Program – one (1) appointed representative
   vi. Director of Academic Records & Remediation, MD Program
   vii. Pre-Clinical Comprehensive Exam Coordinator, Year 2
   viii. Clinical Comprehensive Exam Coordinator, Year 4
   ix. Curriculum Specialist, MD Program

c. Student Members (1 voting)
   i. Medical student representative – one (1) appointed by the Medical Student Association.

d. Appointed Members (non-voting)
   i. Dental faculty representative
   ii. Curriculum Coordinator, MD Program
      - Appointed faculty members will serve a two (2) year term.
      - Members are appointed by the Associate Dean, MD Program.

3. CHAIR

a. Director, Assessment & Evaluation, MD Program

4. MEETING SCHEDULE AND PROCEDURAL ISSUES

a. The committee will meet every month from September to June.

b. Quorum is 50% of attendance of voting members, plus the chair.

c. Where a voting committee member fails to attend more than 50% of the scheduled meetings over a 12 month period, or is absent for three consecutive meetings, the chair may seek a replacement or request for a new member (if appointed), or request for a by-election (if elected).
d. Additional meetings may be called at the discretion of the chair.
e. Agenda and meeting materials will be pre-circulated.
f. Minutes will be kept and pre-circulated before each meeting.
g. Minutes will be approved by vote.
h. The chair only votes in the event of a tie.
i. The chair may request guests to the committee to address specific issues.
j. Students will be excused from meetings when exams are discussed.
k. The committee will review Canadian Graduation Questionnaire (CGQ) data.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

<table>
<thead>
<tr>
<th><strong>Assessment</strong></th>
<th>Any systematic method of obtaining information from tests and other sources, used to draw inferences about characteristics of people, objects or program.</th>
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<tr>
<td><strong>Committee on Accreditation of Canadian Medical Schools (CACMS)</strong></td>
<td>The Committee on Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (LCME) in the U.S., ensures that Canadian medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians.</td>
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<td><strong>Liaison Committee on Medical Education (LCME)</strong></td>
<td>The Liaison Committee on Medical Education (LCME) is the nationally recognized accrediting authority for medical education programs leading to the M.D. degree in U.S. and Canadian medical schools. The LCME is sponsored by the Association of American Medical Colleges and the American Medical Association.</td>
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<td><strong>Consistency</strong></td>
<td>It measures whether several items that propose to measure the same general construct produce similar scores.</td>
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<td><strong>Validity</strong></td>
<td>The degree to which accumulated evidence and theory support specific interpretations of test scores entailed by proposed uses of a test.</td>
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<td><strong>Reliability</strong></td>
<td>The degree to which test scores for a group of test takers are consistent over repeated applications of a measurement procedure and hence are inferred to be dependable and repeatable for an individual test taker; the degree to which scores are free of errors of measurement for a given group.</td>
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<tr>
<td><strong>Fairness</strong></td>
<td>The principle that every test taker should be assessed in an equitable way.</td>
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<td><strong>Commission on Dental Accreditation of Canada (CDAC)</strong></td>
<td>The Commission on Dental Accreditation of Canada (CDAC) is the body responsible for accrediting dental, dental specialty, dental residency, dental hygiene and dental assisting education programs in</td>
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The Canadian Medical School Graduation Questionnaire (CGQ) is an annual survey administered by the AAMC (Association of American Medical Colleges) to students graduating from participating M.D. degree-granting programs in Canada.

<table>
<thead>
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<th>RELATED LINKS</th>
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<tr>
<th>APPROVER</th>
<th>STATUS</th>
<th>DATE</th>
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<tbody>
<tr>
<td>MD Curriculum Committee</td>
<td>Approved</td>
<td>07 November 2013</td>
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<tr>
<td>MD Curriculum &amp; Program Committee</td>
<td>Approved</td>
<td>7 December 2017</td>
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