Program Evaluation Sub-Committee Terms of Reference Policy

Office of Accountability: Dean, Faculty of Medicine & Dentistry

Office of Administrative Responsibility: MD Program

Approver: MD Curriculum and Program Committee

Scope: Compliance with this policy extends to all members of the Faculty of Medicine & Dentistry.

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 (MDCPC) 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 Program Evaluation Sub-Committee operates as a standing committee of the MD Curriculum and Program Committee with delegated responsibility for monitoring and reviewing evaluation of the MD program.

Purpose

Reporting to the MD Curriculum and Program Committee, the Program Evaluation Sub-Committee is responsible for monitoring and reviewing evaluation through development of appropriate policy, review of evaluation methodologies and provision of appropriate feedback to faculty and students.

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

POLICY

1. RESPONSIBILITIES
   a. Develop general policy regarding evaluation, including:
      i. consistency and validity of evaluation methods;
      ii. communication to faculty and students;
      iii. collection of student and faculty feedback regarding evaluations;
      iv. use and interpretation of evaluation results.
   b. Identify needs for faculty development regarding student evaluation.
   c. Consider new, innovative and emerging evaluation methods, and consider mechanisms to introduce and evaluate them.
   d. Monitor evaluation policies and practices to ensure consistency with evidence from the literature.
   e. Ensure that processes are in place to promote feasible, reliable and standardized evaluations.
f. Monitor student feedback, course and faculty feedback, and report trends for program evaluation and curricular improvement.

g. Ensure that evaluation includes outcome objectives across courses and clerkships.

h. Respond to the requirements of the standards of the Liaison Committee on Medical Education (LCME), pertaining to evaluation.

2. MEMBERSHIP AND VOTING

   a. Standing Members (3 voting)
      i. Associate Dean, MD Program
      ii. Director of Assessment & Evaluation, MD Program
      iii. J. Allan Gilbert Chair, Medical Education

   b. Appointed Members (7 voting)
      i. Clinical Medicine – one (1) appointed representative
      ii. Course/Block Coordinator – one (1) appointed representative
      iii. Clerkship Coordinator – one (1) appointed representative
      iv. Director of Academic Records & Remediation, MD Program
      v. Director of Assessment & Evaluation, External to MD Program
      vi. Curriculum Specialist, MD Program
      vii. Departmental and/or Divisional chair, Faculty of Medicine & Dentistry – one (1) appointed representative

          • Appointed faculty members will serve a two (2) year term.
          • Members are appointed by the Associate Dean, MD Program

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

   d. Appointed Members (non-voting)
      a. Curriculum Coordinator, MD Program
      b. Other members as invited to join the committee at the discretion of the chair

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).

   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. 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. [▲Top]

| Committee on Accreditation of Canadian Medical Schools (CACMS) | 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. |
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| Liaison Committee on Medical Education (LCME) | 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. |
| Canadian Graduation Questionnaire (CGQ) | 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. |

RELATED LINKS

Canadian Graduation Questionnaire (CGQ)

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<td>MD Curriculum &amp; Program Committee</td>
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<td>7 December 2017</td>
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