

## **Assessment Committee**

### **Membership**

- Voting members shall consist of the Director of the Office of Consultation and Research in Medical Education (OCRME), up to 3 additional members from OCRME with evaluation expertise appointed by the Director, an Assistant or Associate Dean from the Office of Student Affairs and Curriculum, a Student Member, the Clinical Skills Assessment Director, the Associate Director of Pre-Clinical Curriculum, a representative for the clinical phases curriculum, the CCOM Registrar, a current or recent Course Director from the Pre-Clinical Curriculum, a current or recent Clerkship Director from the Iowa City campus, a Clerkship Director from the Des Moines branch campus, and a Strand Director.
- *Ad hoc* members may be appointed by the Chair(s) or the Senior Associate Dean for Medical Education.
- Members will serve overlapping 3-year terms with the rotation to be determined by the Committee Co-Chairs. Terms may be renewed at the discretion of the Committee Co-Chairs.

### **Officers**

- The Chair or Co-Chairs will be appointed by the MEC in consultation with the Senior Associate Dean for Medical Education. The initial length of term will be three years but may be renewed by the Senior Associate Dean.
- A secretary will be appointed by OSAC and will be responsible for recording and distributing the minutes of the meetings in a timely fashion as well as maintaining records of the committee activities.

### **Charge to the Assessment Committee**

- Assess the extent to which the curriculum has achieved the collegiate educational objectives and report the results to the MEC.
- Recommend to the MEC and Senior Associate Dean/OSAC ways to improve assessment of the collegiate objectives with regards to the variety, specificity, sufficiency and quality of outcome data.
- Develop portions of institutional self-study documents for accreditation.
- Assist OCRME staff who monitor compliance with accreditation elements to identify or create sources of data for use in monitoring specific elements.
- Ensure that course and clerkship evaluation surveys are of good quality and contribute to broader curriculum assessment uses (see section on Authority).
- Coordinate with the Strand Directors Committee regarding curriculum assessment.

### **Authority of the Assessment Committee**

- The Assessment Committee determines the subset of questions (aka “standard” questions) that must be included in student evaluations of courses or clerkships.
- The Assessment Committee establishes acceptable procedures and policies for the administration of course/clerkship evaluations and appropriate use of the resulting data, including who may have access to the data.

### **Duties and responsibilities of the Assessment Committee include but are not limited to:**

- Determine data sources and measures to evaluate the phases of the curriculum and each collegiate objective; work with course/clerkship directors, OSAC staff and IT to collect the data from existing sources; conduct surveys as needed (such as residency director surveys); analyze and assess aggregate student achievement of the objectives based on benchmarks determined by the MEC.
- Report annually to the MEC concerning the phases of the curriculum and the status of achievement of collegiate objectives. When needed, make recommendations to improve the state of data sources, methods, and instruments used to assess collegiate objectives.
- At least every 3 years, review standard questions on course and clerkship evaluations to determine if they continue to meet collegiate needs for assessment data.
- Place all policies regarding acceptable procedures and policies for the administration of course/clerkship evaluations and appropriate use of the resulting data within a section of the *Educator’s Handbook*. At least every 3 years, review these procedures and policies.
- Maintain a calendar of responsibilities (i.e. assessment reviews, membership terms, etc.)
- Maintain ongoing communications with the Strand Directors Committee on projects/needs related curricular assessments.
- Respond to requests from OCRME staff to assist with their work in monitoring accreditation elements.
- The co-chairs of the Assessment Committee will communicate with MASC, CEC, OSAC staff or others regarding the decisions within the authority of the Committee that affect courses or clerkships.
- The Committee will maintain records of its work (meeting minutes, reports) and actions taken, for historical purposes and to prepare accreditation self-studies or other reports for the LCME.
- The Committee, with assistance from OSAC, will maintain a central repository (e.g., a SharePoint site) to record committee work. Access to the repository will be available to Strand Directors, designated OSAC staff, deans and other committee chairs as determined by MEC.