

Assessment Committee (1.1)

Charge to the Assessment Committee

- Develop and assist in implementation of a data collection and analysis plan for evaluation of the UME curriculum.
- Monitor the UME program's compliance with elements of the accreditation standards relevant to the evaluation of the curriculum.
- Prepare annual reports to the Medical Education Council regarding the results of the curriculum evaluation.
- Make recommendations regarding policies related to student and program assessment as requested.

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 Dean from the Office of Student Affairs and Curriculum, a student member, the Clinical Skills Assessment Manager, the Associate Director of Pre-Clinical Curriculum, a course director from the Pre-Clinical Curriculum, and a Clerkship Director.
- Ad hoc members may be appointed by the Chair(s) or the Associate Dean for Student Affairs and Curriculum.

Officers

- The Chair or Co-Chairs will be appointed by the MEC in consultation with the Associate Dean for Student Affairs and Curriculum. The initial length of term will be two years but may be renewed by the 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.

Meetings

- Meetings will be held at least monthly throughout the academic year at a time and place to be decided by the committee chair(s).
- The Assessment Committee and Strand Directors Committee shall meet quarterly to review areas of common interest and shared responsibility for the UME curriculum

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

- Review and provide feedback on program objectives, sequence of instruction and integration of material within and the curriculum.
- Conduct data gathering and analysis relevant to assessment of the curriculum.
- Develop and implement policies for ensuring quality assessment of the curriculum.

- Review and provide feedback on instruments and methods of data gathering and analysis relevant to the curriculum.