

PROGRAM EVALUATION COMMITTEE TERMS OF REFERENCE

- Name:** Program Evaluation Committee (PEC)
- Authority:** A sub-committee of the MD Program Curriculum Committee, under the authority of the Vice Dean, MD Program, Faculty of Medicine
- Purpose:** The Curriculum Committee has overall responsibility for the design, implementation, management and evaluation of the MD Program. The PEC supports the Curriculum Committee by providing evaluative data and interpretations in relation to all aspects of evaluation of the MD Program.

The PEC is responsible for the evaluation of each of the following elements of the MD Program:

- (1) Student attainment of the MD Program competencies, milestones and Entrustable Professional Activities (EPAs)
- (2) The composition and integration of the program as a whole
- (3) The effectiveness of individual courses
- (4) The outcomes of the program

For each of these elements, the PEC will gather and analyze relevant data and present summary interpretative reports to the Curriculum Committee including any recommendations for changes and improvements. The PEC will develop innovative approaches to curriculum evaluation, and participate in and foster research on curriculum evaluation. Its work will be guided in particular by the LCME-CACMS accreditation standards including a consideration of the specific database (DCI) questions related to each standard.

Membership:

1. Director, Assessments and Evaluations, *Chair* (appointed by the Vice Dean, MD Program for a period of five years, renewable once)
2. Directors of Foundations and Clerkship or their designates
3. Co-Chairs of Student Assessment and Standards Committee (SASC)
4. Vice Dean, MD Program
5. Six to Eight faculty members, with knowledge of the MD Program, nominated by Foundations and Clerkship course directors, appointed for a five year term, renewable once. One faculty member to be designated as the lead for each of Curriculum Mapping, Program Effectiveness, and for Individual Course Effectiveness
6. Four medical students: one from each year of the program. Students who join the committee will remain members of the committee until they graduate
7. Three to four professional medical educators

Actions:

1. Review the attainment by students of the MD Program competencies, milestones and Entrustable Professional Activities (EPAs) on a regular cycle, addressing the following issues:
 - a. Where in the program are the competencies, milestones and EPAs being taught?
 - b. How is student achievement of the competencies, milestones and EPAs being assessed?
 - c. Are these assessment measures appropriate?
 - d. Are appropriate methods of standard setting being utilized?

In order to achieve this, the committee will be supported by the Student Assessment and Standards Committee (SASC) which is responsible for review of each course's assessment methodology as well as standard setting approaches utilized for each assessment method.

2. Ensure that the curriculum as a whole is appropriately composed and integrated across all four years of the MD Program, including identifying gaps and redundancies. This will be accomplished by:
 - a. Oversight of an annual and ongoing collection and review of curriculum mapping and other data, in order to determine how appropriately the curriculum and assessments address the desired content of the program, including required clinical encounters and procedures in the clerkship as well as program competencies, milestones and Entrustable Professional Activities (EPAs).
 - b. Overseeing reviews of specific content themes including interpreting mapping data, facilitating presentations by theme leaders and other interest groups and preparing reports for presentation to the curriculum committee with respect to the teaching, learning, and assessment of these specific content domains. These domains may include both traditional categories such as cancer, cardiovascular disease, and child health, and cross-cutting topics of particular concern in the current context of medical practice such as medical ethics, pharmacology, occupational health, and aboriginal health. The selection, definition, and scope of content areas to be reviewed will be determined by the Curriculum Committee.
3. Carry out regular performance reviews of all MD Program courses, components, themes and other discrete curricular activities to ensure effectiveness and compliance with established standards, with respect to each of the following:
 - a. Course management (course committee, administrative support, course materials and website, course evaluation procedures)
 - b. Updating individual course's objectives
 - c. The alignment of each course's objectives with the overall program competencies, milestones and EPAs
 - d. Course content
 - e. Teaching methods
 - f. Quality of individual faculty members' teaching
 - g. Student assessment (SASC)

- h. Student satisfaction
- i. Integration with other courses

In order to achieve this, the committee will:

- Utilize a template to facilitate collection and dissemination of relevant data pertaining to course performance
- Ensure timely collection of data including annual course/component/theme reports and additional data as needed, including focus groups with students and teachers and review of course materials
- Perform comprehensive reviews of individual courses/components/themes based on specific indications including major course changes, data outside of typical patterns and concerns arising from other sources (AFMC-GQ, independent student surveys etc.).
- Provide reports to the Curriculum Committee regarding these performance reviews, including PEC observations, recommendations and actions.

4. Monitor the overall effectiveness of both the curriculum and of non- or extra-curricular aspects of the program with respect to internal and external benchmarks, utilizing multiple sources of information, including but not limited to:
 - a. Measures of student satisfaction, including but not limited to debt management and financial counselling, career management and advising, academic advising, and personal counselling
 - b. Licensing examination scores
 - c. Success in residency matching
 - d. AFMC-graduation questionnaire
 - e. Readiness surveys

Administration: Administrative support will be provided by the Office of Assessments and Evaluations, as required. Minutes of each meeting will be recorded and circulated to all committee members.

Reporting: The committee reports through the chairperson to the Curriculum Committee and to the Vice Dean, MD Program.

Schedule: The committee will meet monthly and at the call of the chairperson.

Approved/

Amended: November 16, 2010 by the MD Program Curriculum Committee; January 17, 2017; September 19, 2017; August 15, 2017