

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
PROGRAM EVALUATION COMMITTEE (PEC)
TERMS OF REFERENCE

Approved by Curriculum Committee: January 2021

Reviewed by PEC: March 2023

Next Review: March 2024

PREAMBLE

The Program Evaluation Committee (PEC) is an operation committee of the Doctor of Medicine Program (MD Program) Curriculum Committee. PEC is tasked with advancing excellence and quality in the MD Program through a centralized program evaluation approach. Through the evaluation efforts aimed at guiding continual program improvement, PEC will:

- Inform the Admissions and MD Program processes
- Inform ongoing curriculum design and development with quality and timely data
- Collaborate with key stakeholders including administration, faculty, staff, and students, and be responsive to their needs
- Promote evaluation excellence grounded in best practices

Preserve trust and confidence in evaluation activities by remaining transparent and ensuring the MD Program is responsive to feedback.

GOVERNANCE

Program Evaluation Committee reports to the Curriculum Committee

MEMBERSHIP

VOTING (1 vote each unless otherwise specified)

- Co-Chair, Program Evaluation & Assessment Specialist (to vote only in case of a tie)
- Co-Chair, an Academy of Educator designated by the Vice Dean, UME
- One rotation director from CEC
- Five faculty members appointed by the Vice Dean in collaboration with Department Chairs and who are not in other UME leadership roles - at least one each representing basic science departments, clinical departments, and the Windsor program (each 1 vote)
- Associate Director, UME
- 4-6 UME students (at least one senior student, and at least one from the Windsor campus)

NON-VOTING



- Recording secretary, UME
- Associate Dean, Admissions
- Associate Dean, Windsor (or delegate)
- Assistant Dean, Distributed Education
- Assistant Dean, Learner Experience Office

MEETINGS

The PEC will meet ten times per year.

QUORUM

- Quorum shall be 50% of the voting members of the committee.
- Summer quorum will be one-third of voting membership

RESPONSIBILITIES

The Program Evaluation Committee (PEC) is a committee that:

- Oversees evaluation of the MD Program processes
- Advises the Curriculum Committee on program evaluation matters
- Maintains the program evaluation framework by setting evaluation questions and determining indicators and data sources
- Considers targets for performance indicators when there are no defined external or internal standards
- Collaborates with other stakeholders to collect and report evaluation data from Admission, Years 1 – 4 of the MD Program and after graduation
- Provides synthesis and analysis of data arising from Admissions, MD Program curriculum (including Distributed Education and Windsor) and Post-Graduation information sources
- Designs and approves evaluation and feedback tools to be used in the MD Program
- Advises stakeholders on interpreting MD Program data and recommends approaches to the Curriculum Committee on strategies to improve the quality of the MD Program
- Reports regularly to the Curriculum Committee on matters relating to the goals of the MD Program and their achievement

RESPONSIBILITIES:

Standard 8: Curricular Management, Evaluation, and Enhancement

The faculty of a medical school engage in curricular revision and program evaluation activities to ensure that the medical education program quality is maintained and enhanced and that medical students achieve all medical education program objectives and participate in required clinical experiences and settings.

Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety

A medical school ensures that its medical education program includes a comprehensive, fair, and uniform system of formative and summative medical student assessment and protects medical students' and patients' safety by ensuring that all persons who teach, supervise, and/or assess medical students are adequately prepared for those responsibilities.

Standard 10: Medical Student Selection, Assignment, and Progress

A medical school establishes and publishes admission requirements for potential applicants to the medical education program, and uses effective policies and procedures for medical student selection, enrollment, and assignment.

FUNCTION

The Program Evaluation Committee is an operational committee of the MD Program

- PEC's core responsibility is to develop and maintain an overall framework of program evaluation to guide ongoing improvement efforts, and to coordinate the cyclical evaluation of the MD Program using a variety of data sources, methods, metrics, and feedback channels through
 1. Regularly review program evaluation data from Admissions through to Post-graduation
 2. Selection and review of key program evaluation metrics related to the health and stability of the UGME program
 - The PEC will select and maintain a set of Key Performance Indicators (KPI) for the MD program as a whole
 - These metrics will be a collection of descriptive data, assessment data, evaluation/feedback data and external measures (eg CaRMs data)
 - The PEC will set the standards, timeline, schedule and appoint reviewers to complete the MD Program's tri-annual cyclical review of courses.

CONFIDENTIALITY

All matters discussed at committee meetings are confidential and members are expected to maintain the Western University rules of confidentiality

- The official spokespersons for the committee will be the committee Co-Chairs
- The committee Chair is responsible for advising members on the policy of confidentiality including:
 - Prevention of unauthorized release of information from the committee is only possible through the diligence, goodwill and integrity of the individual members

Confidentiality must be maintained when information is discussed at the committee regarding particular student circumstances.