



Medical Education Program Policy

Policy Name:	Sub-Committee on Evaluation of Education Programs				
Policy Domain :	Strategic Planning and Continuous Quality Improvement/Curriculum Management, Evaluation, and Enhancement	Refers to LCME Element(s):	Standards: 8.3; 8.4; 3.5		
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:	8/19/2021	Date Last Reviewed:	August 2021
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:	August 2021		
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, MPA mbabic@ttuhsc.edu		

1. **Policy Statement:** The Sub-Committee on Evaluation of Education Programs is a sub-committee of the Curriculum and Educational Policy Committee (CEPC) established per Article X, Section C, Subsection 2 of the PLFSOM Faculty Bylaws. The responsibility of the CEPC is to designate the operational responsibilities for the sub-committee and use the reports of the sub-committee for continuous quality improvement of the medical education program at Paul L. Foster School of Medicine.

2. **Reason for Policy:** This policy is intended to provide an outline of the responsibilities of the Sub-Committee on Evaluation of Education Programs, which oversees the design, methods, implementation, collection, and interpretation of all data utilized to evaluate the quality of the educational programs of the school.

3. **Who Should Read this Policy:**
 - Members of the CEPC
 - Senior leadership of the medical school
 - Office of Medical Education leadership, administrative officers, and staff
 - Pre-clerkship and clerkship coordinators
 - The Office of Institutional Research and Effectiveness (OIRE)

4. **Resources:** The Sub-Committee on Evaluation of Education Programs is supported by the CEPC and the Office of Medical Education.

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



5. **Definitions:** The Sub-Committee on Evaluation of Education Committee is tasked with the oversight of the assessment and evaluation processes of the medical education program, including the initial stages of planning, design and implementation, and the final reporting of evaluation outcomes to relevant stakeholders. The ultimate goal is to provide unbiased review and evaluation of the medical school's assessment and evaluation processes in order to assist the Curriculum and Educational Policy Committee (CEPC) on curriculum quality improvement initiatives and decisions regarding the medical education program.

6. **The Policy:**

- **Membership:** The membership of the Sub-Committee on Evaluation of Education Programs is broadly representative of the faculty responsible for and participating in the Doctor of Medicine degree program. Membership consists of two (2) faculty members involved in the pre-clerkship phase, and two (2) faculty involved in the clerkship phase for a balanced representation from both phases of the medical education program. In addition, membership includes one (1) college mentor who is not currently serving on the Committee on Curriculum and Educational Policy (CEPC). Candidates for membership are to be recommended and appointed by the associate dean for medical education for staggered three (3) year terms. Terms may be renewed by the associate dean for medical education; however, members may be appointed for no more than two (2) consecutive terms, after which they are ineligible to serve for the subsequent three (3) years. Candidates for these positions must be active faculty in the undergraduate medical education program at the Paul L. Foster School of Medicine and should have experience in the area of assessment and evaluation. Additional ex-officio, non-voting members of the committee shall include the associate dean for medical education, the assistant deans for medical education (i.e., pre-clerkship and clerkship phases), the director for assessment, evaluation, accreditation, and quality improvement, the associate director of assessment and evaluation, and the LCME program manager.
- **Leadership:** The Sub-Committee on Evaluation of Education Program will provide a report to the CEPC semi-annually of evaluation findings and recommendations to inform curricular decision-making, educational program policy development, and quality improvement initiatives. The sub-committee shall be chaired by a faculty appointee named by the associate dean for medical education. The chair's term(s) will adhere to the membership regulations listed above.
- **Charge:** The sub-committee's primary function is to provide oversight of the design, methods, implementation, collection, and interpretation of all data (quantitative and qualitative) that are utilized and evaluate the quality of the medical school's educational



program. The charge of the committee includes the following:

- Systematic and regular review of the school's medical education assessment and evaluation processes, including student evaluations of pre-clerkship and clerkship courses and faculty, validity of evaluation instruments, and alignment of evaluation with the medical program's goals and objectives and individual courses' learning objectives.
- Utilization of evaluation findings to identify strengths and weaknesses of the educational program and any issues that might require modification or other actions for continuous quality improvement and LCME accreditation.
- Utilization of evaluation findings for process and outcome evaluation of the entire medical education program, including courses in both the pre-clinical and clinical phases.
- Make recommendations based on evaluation findings. Recommendations may include changes to evaluation processes and/or curricular/program modifications, ensuring ongoing use of evaluation data for continuous quality improvement.
- **Reporting:** The Sub-Committee on Evaluation of Education Program reports to the CEPC semi-annually.
- **Constrains:** As stated above, the Sub-Committee on Evaluation of Education Programs oversees the assessment and evaluation processes and evaluation outcomes of the medical education program. However, the committee can only make recommendations, but cannot establish or approve assessment and evaluation instruments and processes of the medical education program.
- **Session time and sequencing:** The Sub-committee meets once per month.