

TERMS OF REFERENCE

Student Evaluation Committee (SEC)

Role

Subcommittee of Undergraduate Medical Education Committee (UMEC)

Responsibility

To ensure appropriate evaluation of undergraduate medical students' performance in the Undergraduate Medical Education (UME) curriculum. Student evaluations should be consistent with the goals, objectives and philosophy of the UME program and meet or exceed CACMS (committee on the accreditation of Canadian medical schools) accreditation standards. Meets every two months during the academic year and reports to UMEC quarterly.

In addition to the annual report of activities, specific items will be reported to UMEC:

1. Policy changes
2. Changes affecting the UME Graduation Objectives
3. Any other issue unresolved at SEC
4. Decisions significantly altering curricular plan or affecting other subcommittees

Duties

- Develop policy regarding student evaluation including:
 - Type and frequency of evaluations
 - Preparation, review and administration procedures to ensure reliable, valid, fair and sustainable student assessment program
 - Standard setting procedures
 - Collection and distribution of student grades and statistical data including item and group performance
 - Strategies to address unusual patterns of student performance
 - Collection of student feedback regarding evaluations
 - Use and interpretation of external measures of student performance
- Ensuring student evaluation includes appropriate assessment of UME outcome objectives across courses and clerkships. The development of individual examinations is delegated to the individual course and clerkship examination committees.
- Ensuring that CACMS standards specifically focused on student evaluations are met or exceeded: DCI Standard 9, DCI Standard 6
- Support course/clerkship directors and evaluation representatives to prepare individual examinations according to UME policies and procedures
- Monitor student performance and feedback and report trends to UMEC for purposes of program evaluation and improvement.
- Identify needs for faculty development regarding student evaluation and ensure appropriate opportunities are available for faculty education
- Encourage and promote education research in student evaluation
- Monitor evaluation policies and practices to ensure consistency with best available evidence from the literature
- Develop appropriate and fair promotion standards for consideration by SARC
- Advise and collaborate with UME Pre-clerkship Committee and Clerkship Committee to ensure congruency of educational program with evaluation strategies
- Annual review, update and approval of the UME Student Evaluation Policies (Student Evaluation: Reappraisals and Appeals, Student Evaluation Development and Maintenance Policy)
- Hear reappraisals regarding student evaluations (subcommittee)

Meetings

Conducted as needed.

Quorum

Twelve (12) of the voting membership and student representation. (Effective Jan, 2024).

Membership

Assistant Dean, UME Evaluation & Research	Non-voting (unless a tie) (Appointed by Associate Dean, Approved by UMEC)
Director of Assessment	Voting
UME Associate Dean(s) UME	Non-voting
UME Chair, Pre-Clerkship Committee	Voting
UME Chair, Clerkship Committee	Voting
UME Chair, Curriculum Innovation & Oversight Committee (CIOC)	Voting
Assistant Dean SAW (or SAW Rep)	Non-Voting
Faculty Evaluation Advisor	Voting
Health Equity Representative	Voting
Leaders in Medicine Representative	Voting
Medical Education & Research Representative	Voting (Appointed by Associate Dean UME)
Three Faculty Representatives:	Non-voting (Appointed by Associate Dean UME)
Accreditation Lead	Voting
CMSA Vice Presidents Academic and Evaluation representatives	3 positions per academic year (alternate, President of each year) – 1 vote per class year
Resident Representative:	Voting
Seven Pre-Clerkship/Clerkship Representatives (combination Course Chairs and Evaluation Coordinators from Pre-clerkship and Clerkship)	Voting (Appointed by Associate Dean UME) of
Member at Large	Voting
Three UME Managers:	Academic Technologies (voting) Undergraduate Medical Education Program (voting)
UME Program Supervisors:	1 position each – Pre-clerkship/Clerkship (non-voting)
Three UME Evaluation Team members:	Non-voting

All positions appointed by associate Dean (and approved by UMEC): 3 years, renewable once. Renewal is at the Chair's discretion, during the individual's first term on the committee. Nominations to fill membership roles can be submitted by: any SEC member, course committee member, Department Head and/or the student body. Changes to the membership structure – including membership roles and responsibilities, and the addition or removal of membership roles, require UMEC approval. Changes to the individuals filling a membership role will be presented as an update to UMEC.

SEC Membership	Name	End of Term
Chair, Assistant Dean, UME Evaluation & Research	Dr. Janeve Desy	Ex-officio
Director of Assessment	Dr. Glenda Bendiak	Ex-officio
Associate Dean UME	Dr. Amy Bromley	Ex-officio
Chair, Pre-Clerkship Committee	Dr. Sarah Weeks	Ex-officio
Chair, Clerkship Committee	Dr. Kevin Busche	Ex-officio
Chair, Curriculum Innovation & Oversight Committee (CIOC)	Dr. Adrian Harvey	Ex-officio
Assistant Dean, SAW	Dr. Carol Hutchison (and/or Rep from SAW)	Ex-officio
Faculty Evaluation Advisor	Dr. Kent Hecker (sabbatical)	June 2025
Health Equity Representative	Dr. Rabiya Jalil	June 2025
Leaders in Medicine	Dr. Zahra Goodarzi	June 2025
Accreditation Lead	Dr. Marcy Mintz	June 2025
Medical Education & Research Representative	Dr. Kevin McLaughlin	June 2025
Faculty Representatives	Dr. Dan Miller Dr. Taylor Wong Dr. Melinda Davis	June 2025 June 2025 June 20225
CMSA Vice Presidents Academic or Alternate	Class of 2024: Kathy Fu, Mohamed Bondok, Sophia Shah (Eval) Class of 2025: Vakkachen Joe, Jason Kreutz, Harshil Shah (eval) Class of 2026: Alam Randhawa, Shiva Ivaturi Eval Rep – Daniel Menesho, Nojan Mannani	Ex-officio
Resident Representative	Dr. Maria Powell	June 2025
Member at Large	Dr. Sarah McQuillan	
Seven Pre-Clerkship/Clerkship Representatives	Dr. Theresa Wu Dr. Jolene Haws Dr. Edwin Cheng Dr. Kayla Nelson Dr. Victoria David Dr. Sarah Anderson	June 2025

UME Managers	Mike Paget Shannon Leskosky Sue-Ann Facchini	Ex-officio
UME Program Supervisors	Matthew Sobczak Sibyl Tai	Ex-officio
UME Evaluation Team	Kerri Martin Kelsey O'Donnell Yuan Burton	Ex-officio
<i>Updated Membership: Approved at SEC January 15, 2024</i> <i>Updated & Approved by UMEC: February 12, 2021</i>		

