

TERMS OF REFERENCE

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 Preclerkship 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

Eight (8) of the voting membership and student representation. (Effective April 2012).

Membership

Assistant Dean, UME Evaluation & Research	Non-voting (unless a tie) (Appointed by Associate Dean, Approved by UMEC)
UME Associate Dean(s) UME	Non-voting
UME Chair, Pre-Clerkship Committee	Voting
UME Chair, Clerkship Committee	Voting
Director, Program Faculty & Student Evaluation	Voting
Director, Master Teacher Program	Voting
Director, SAW	Voting
Senior Evaluation Advisor	Voting
OHMES Representative	Voting
Medical Education & Research Representative	Voting (Appointed by Associate Dean UME)
Two Faculty Representatives:	Voting (Appointed by Associate Dean UME)
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
Five Course/Clerkship Representatives (combination of Course Chairs and Evaluation Coordinators from Preclerkship and Clerkship);	Voting (Appointed by Associate Dean UME)
Three UME Managers:	Academic Technologies (voting) Undergraduate Medical Education Program (voting) Finance (non-voting)
UME Program Supervisors:	1 position each - Preclerkship/Clerkship (non-voting)
Two UME Examination 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
Associate Dean UME	Dr. Christopher Naugler	Ex-officio
Chair, Pre-Clerkship Committee	Dr. Sarah Weeks	Ex-officio
Chair, Clerkship Committee	Dr. Kevin Busche	Ex-officio
Director, Program Faculty & Student Evaluation	Dr. Adrian Harvey	Ex-officio
Director, Master Teacher Program	Dr. Melinda Davis	Ex-officio
Director, SAW	Dr. Carol Hutchison	Ex-officio
Senior Evaluation Advisor	Dr. Harish Amin	June 2023
OHMES Representative	Dr. Kent Hecker	June 2023
Medical Education & Research Representative	Dr. Kevin McLaughlin	June 2023
Faculty Representatives	Dr. Deirdre Jenkins Dr. Wayne Rosen	June 2023 June 2023
CMSA Vice Presidents Academic or Alternate	Class of 2020: Kathryn Brockman, William Kennedy Class of 2021: Tabitha Hawes, Arjun Maini, Fiona Burns (eval) Class of 2022: Laura Palmer, Suzanne George, Samin Dolatabadi (eval)	Ex-officio
Resident Representative	Dr. Mike Walsh	June 2023
Five Course/Clerkship Representatives	Dr. Glenda Bendiak Dr. Jolene Haws Dr. Jacques Rizkallah Dr. Heather Jamniczky Dr. Suneina Mohan	June 2023
UME Managers	Mike Paget Shannon Leskosky Karen Chadbolt	Ex-officio
UME Program Supervisors	Sue-Ann Facchine Sibyl Tai	Ex-officio

UME Exam Team	Kerri Martin Mateusz Sobczak	Ex-officio
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Updated Membership: Approved at SEC January 22, 2020

Updated & Approved by UMEC: January 31, 2020