



## **TERMS OF REFERENCE**

### Program Evaluation and Curricular Outcomes (PECO) Subcommittee

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**Approved By:** MDCM Program Committee

**Approved On:** August 22, 2016

**Updated On:** September 18, 2023

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#### **Mandate**

The responsibility of the Program Evaluation and Curricular Outcomes (PECO) Subcommittee of the MDCM Program Committee is delegated from the MDCM Program Committee.

The mandate of the PECO Subcommittee is to assist the MDCM Program Committee in evaluating the MDCM Program. Its scope is broad and includes examining the program objectives, intended curricular content, instructional strategies, programmatic assessment, assessment strategies, teachers, learning environments in which the curriculum is deployed, program compliance with formal policies of the Faculty (including codes of conduct), and the performance of cohorts of graduates. It reports regularly on its findings related to program outcomes and makes recommendations to the MDCM Program Committee with the goal of continuous quality improvement. It also recommends specific evaluation strategies.

Program evaluation is complex and occurs at multiple levels. Where possible, the subcommittee examines the performance of program elements in a comprehensive and longitudinal manner, from program inception and design, through to implementation, processes and products (i.e., outcomes and impacts). It explores perspectives of various stakeholder groups including: current students, prospective students (i.e. applicants to medical school), residents and alumni, teachers, administrative staff, the Faculty's educational leadership, patients, and the community at large. The subcommittee provides and interprets data with a view to accountability, justification, and insights into and clarification on program impacts. This includes evaluating program outcomes with respect to educational outcomes identified by the program's strategic plan.

The Chair is appointed by the Associate Dean, UGME.



## Committee Roles and Responsibilities

The Program Evaluation and Curricular Outcomes (PECO) Subcommittee:

1. Reviews the program, components, and courses on a cyclical basis to identify strengths and weaknesses and make recommendations for improvement. This includes:
  - Identifying specific indicators and benchmarks for evaluation of curricular elements, curricular objectives and instructional strategies
  - Recommending instruments (e.g., templates for focus groups, course evaluation questionnaires, etc.) for the evaluation of specific learning modules, courses, clinical placements, or required learning activities
  - Establishing guidelines on interpreting student feedback from session, course, component and program evaluation forms
  - Developing, monitoring the utility of and analyzing and interpreting data from internal surveys on the medical student experience during the MDCM Program (e.g. from standard course and teacher evaluations, focus groups, McGill Educational Experience (MEE) survey, 'key informants', program evaluation research projects)
  - Analyzing and interpreting data pertaining to students' clinical experiences in clinically-based courses (e.g., data extracted from student learning portfolios)
  - Making recommendations to the MDCM Program Committee regarding the quality of assessment (e.g., validity, reproducibility, equivalence, feasibility, educational effect, and acceptability) of the assessment program. This includes but is not limited to:
    - Coverage of program and learning objectives by assessment materials
    - Frequency and perceived adequacy of direct observation in the clinical setting
    - Frequency and perceived adequacy of formative feedback
    - Appropriateness and quality of narrative assessment
    - Timeliness of grade reporting to students
    - Comparability of assessment methods across training sites
2. Interprets measures of student performance to identify strengths and weaknesses of the MDCM Program through student attainment of learning objectives (i.e., MDCM Program Objectives, required procedures and MCC Clinical Presentations). This includes:
  - Data sources external to the MDCM Program, such as mean performance on the MCCQE exams (Part 1), the USMLE exams and the results of the CaRMS match



- Data sources internal to the MDCM Program, such as mean performance on MDCM examinations, assignments, patient encounter and procedure logs and other assessment tools
3. Analyzes results of the Graduation Questionnaire with a focus on identifying trends that suggest gaps in curricular content.
  4. Identifies specific feedback loops, in collaboration with the MDCM Program Committee and the UGME Office administrative staff, to ensure that program evaluation data are used to generate realistic and meaningful insights into the quality and “McGill-ness” of the MDCM Program and continuous quality improvement.

(CACMS Elements 8.2, 8.4-8.6)

### Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings twice per academic year and submits a written report to the MDCM Program Committee annually. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Program Committee agenda. The Chair will indicate whether recommendations are unanimous and, as necessary, will provide the rationale for divergent views from members of the Subcommittee.

### Membership

| Member  | Function        |
|---|-----------------|
| Academic from the Faculty of Medicine and Health Sciences (MD or PhD) with expertise in undergraduate medical education and/or program evaluation                       | Chair           |
| Academic from the Faculty of Medicine and Health Sciences (MD or PhD) with expertise in undergraduate medical education and/or program evaluation                       | Assistant Chair |
| Medicine Education Enhancement Officer, Accreditation and Education Quality Improvement Office  | Secretary       |
| 4 faculty members from the Faculty of Medicine and Health Sciences with experience in undergraduate medical education, including 1 faculty member from Campus Outaouais | Ex-officio      |



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|---|------------|
| Program Evaluation Medical Education Lead   | Ex-officio |
| Academic Lead, UGME Assessment  | Ex-officio |
| Academic Lead, UGME Curriculum Design and Implementation  | Ex-officio |
| 1 Data Analyst, Accreditation and Education Quality Improvement Office  | Ex-officio |
| 1 junior student representative nominated by the MSS for a <b>2-year term</b> . * <i>Alternate delegate</i> : 1 junior student representative from the MSS Medical Education Committee  |            |
| 2 senior student representatives nominated by the MSS, usually includes the past junior representative, for a <b>2-year term</b> . * <i>Alternate delegate</i> : 1 senior student representative from the MSS Medical Education Committee |            |
| 1 Campus Outaouais student representative nominated by the MSS for a <b>4-year term</b> * <i>Alternate delegate</i> : 1 senior Campus Outaouais student representative from the MSS Medical Education Committee.                          |            |
| 1 resident representative **  | Ex-officio |
| Associate Dean, Undergraduate Medical Education***  | Ex-officio |
| UGME Program Director, Campus Outaouais***  | Ex-officio |
| Assistant Dean, UGME Accreditation or delegate***   | Ex-officio |
| Accreditation Lead, Campus Outaouais***   | Ex-officio |

\* Nominated by the MSS

\*\* a past graduate from the MDCM Program.

\*\*\* Invited to all meetings and receives all agendas, minutes, and other documentation, but is not expected to attend all meetings.



### **Term of Office**

Ex officio members remain on the subcommittee for their term of office. For other members, the term of office is usually 3 years (renewable once).

### **Conduct of Meetings**

#### **Meeting frequency and functioning**

There shall be no less than 4 meetings during the academic year. Additional meetings may be convened by the Chair as and when necessary.

Minutes will be taken and distributed electronically to all members.

The Chair may invite external consultants and experts to any meeting and may create ad hoc working groups to study or review any particular issue.

UGME staff (such as an IT system administrator or Curriculum Management Administrator) will be invited to attend on an ad hoc basis, at the discretion of the Chair.

### **Mechanism for Establishing Recommendations**

The Chair will aim to build consensus. The Chair may continue Subcommittee discussion until consensus is reached and present a unanimous recommendation to the MDCM Program Committee. As appropriate, the Chair may present the outcome of a discussion that does not result in consensus to the MDCM Program Committee. In such a case, the Chair should include the reasons for disagreement amongst PECO members.