

MDCM Program Committee Student Assessment Subcommittee - Terms of Reference

Mandate

The responsibility of the Student Assessment Subcommittee of the MDCM Program Committee (Student Assessment Committee, SAC) is delegated from the MDCM Program Committee.

The mandate of SAC is to assist the MDCM Program Committee in ensuring that the Program's strategies for assessment of student performance are consistent with best educational practices, institutional policies and accreditation standards. The Committee makes recommendations to the MDCM Program Committee regarding the Program's conceptual approach to assessment, assessment policy and procedures, specific needs in student assessments and appropriate assessment strategies (CACMS Element 9.4).

The Student Assessment Committee is focused on student assessment in a global sense rather than on individual student progress; the latter is under the purview of the Student Promotions Subcommittee of the MDCM Program Committee (Student Promotions Committee, SPC). While program evaluation is the remit of the Program Evaluation and Curricular Outcomes (PECO) Committee, SAC retains responsibility for evaluating the MDCM Program's student assessment practices.

The Chair is appointed by the Associate Dean UGME.

Specific Functions

The Student Assessment Committee:

1. Tracks and documents the use of assessment tools and strategies in the MDCM Program, and makes recommendation to the MDCM Program Committee regarding:
 - The explicit goals of the assessment program within the curriculum
 - The principles of student assessment that will affect how the assessment program is designed and implemented
 - Methods of assessment to measure and steer student achievement of program objectives
 - Policies and pacing (scheduling) for student assessment
 - Compliance of MDCM Program assessment practices with Faculty, University and Accreditation requirements
 - Pass requirements and promotion criteria as well as guidelines for remedial, supplemental and deferred examinations
 - Required faculty development related to assessment

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2. Advises and assists course and component directors in developing and implementing assessment modalities at the course level
3. Reviews assessment within sessions, courses, components and the program as a whole on a cyclical basis and making recommendations to the MDCM Program Committee regarding the quality (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
4. Promotes best practices in the creation of assessment materials. This includes:
 - Establishing and maintaining a central repository of assessment materials for different assessment methods: MCQs, OSCE scenarios, prompts for writing assignments, clinical reasoning templates, script concordance tests
 - Periodic review of assessment materials and the tagging of assessment items using the taxonomy of the curriculum inventory
 - Establishing guidelines for course directors on using item statistics to determine which items should be removed from an examination after exam administration
 - Establishing guidelines for the appropriate use of assessment data for the purposes of academic advising and of student academic records

(CACMS Elements 8.1, 8.3, 8.7, 9.4-9.8, 11.1, 11.4-11.6)

Reporting Structure

The Committee 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 Committee.

Membership

	Functions
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Academic from the Faculty of Medicine (MD or PhD) with expertise in assessment	Chair
Assessment Administrator, UGME Office	Secretary
3 faculty members, from the Faculty of Medicine or the Faculty of Dentistry, who have been involved in teaching at the undergraduate level	
2 faculty members with expertise in assessment (from the Faculty of Medicine Assessment and Evaluation Unit, Centre for Medical Education, Faculty of Education, or University's Teaching and Learning Services)	
1 student representative*	
Associate Dean Undergraduate Medical Education, Faculty of Medicine**	<i>Ex-officio</i>
Interim Review Coordinator (IRC) or other member of the Accreditation Office**	<i>Ex-officio</i>

*Selected by the Medical Student Society (MSS)

**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 committee for their term of office. For all other members, the term of office is 2 years (renewable twice).

Conduct of Meetings

Meeting frequency and functioning

There shall be no less than 6 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, including the student representative.

The student representative will be excused when specific assessment materials, such as examination items or blueprints, are reviewed.

The Chair may invite external experts or consultants for specific discussions.

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

The Committee may decide to convene working groups in order to fulfill certain functions; for example, it may be considered more effective to have a working group tasked specifically to conduct systematic and cyclical course reviews.

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Mechanism for Establishing Recommendations

The Chair will aim to build consensus. The Chair may continue Committee discussion until consensus is reached and present a unanimous recommendation to the MDCM Program Committee. However, the Chair may, as appropriate, present the outcome 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 SAC members.