

Program Evaluation Subcommittee (PESC) Terms of Reference

Preamble

The Committee on Accreditation of Canadian Medical Schools (CACMS) requires all medical schools in Canada to operate in compliance with the following Elements:

- 8.3 Curricular Design, Review, Revision/Content Monitoring

The faculty of a medical school are responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required learning experience, and instructional and assessment methods appropriate for the achievement of those objectives.

The curriculum committee oversees content and content sequencing, ongoing review and updating of content, and evaluation of required learning experiences, and teacher quality.

The medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the curriculum committee to ensure that the curriculum functions effectively as a whole such that medical students achieve the medical education program objectives.

- 8.4 Program Evaluation

A medical school collects and uses a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which medical students are achieving the medical education program objectives and to enhance the quality of the medical education program. These data are collected during program enrollment and after program completion.

- 8.5 Use of Student Evaluation Data in Program Improvement

In evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their required learning experiences, teachers, and other relevant aspects of the medical education program.

Purpose

The Program Evaluation Subcommittee (PESC) is a standing committee of the Undergraduate Medical Studies Committee (UGMS) and is responsible for evaluating all aspects of the undergraduate curriculum as outlined in CACMS Elements 8.3, 8.4, and 8.5.

Membership

The Chair and voting academic staff members will be appointed by UGMS. The undergraduate medical learners will be appointed by the Medical Students Society. The postgraduate member will be appointed through the Professional Association of Residents of Newfoundland (PARNL). Persons selected will have expertise or an interest in medical education and/or program evaluation.

Voting Members

- The Chair (a faculty member)
- One faculty member from each of the Phase Management Teams for Phases 1-4 (normally this will be the Phase Lead).

Faculty of Medicine

- Two members at large, at least one of whom is a faculty member and the other could be a postgraduate member (PGY1 or PGY2) who graduated from Memorial's undergraduate medical education program.
- One faculty member representing the Prince Edward Island campus.
- Three undergraduate medical learners, including:
 - One representing pre-clerkship
 - One representing clerkship
 - One representing the Prince Edward Island campus

Non-Voting and Ex-Officio Members

- Associate Dean, UGME (Ex-Officio)
- Education Specialist, Program Evaluation
- One representative from the Curriculum Oversight Subcommittee (COS)
- One representative from the Student Assessment Subcommittee (SAS)
- Support staff as deemed necessary by the PESC Chair

Membership of the committee will be reviewed annually and agreed upon by the individual, subcommittee members, and UGMS.

Operations

- The quorum for meetings is 50% plus one (1) of voting members and must include at least one undergraduate medical learner. Delegates may be sent to represent members of the committee with prior approval of and at the discretion of the Chair.
- The Subcommittee will meet monthly from September to June with additional *ad hoc* meetings as needed at the call of the Chair.
- Meeting minutes that reflect the activity of the committee shall be recorded.
- Committee members are expected to attend meetings or, if unable to do so, send advance notice of their absence.
- For voting members only, a delegate may attend with prior notification to, and approval by, the Chair. The delegate will assume voting rights.
- Motions may be circulated and approved by e-mail vote for time-sensitive matters.
- The Subcommittee may assign duties to working groups.
- Key stakeholders from faculty, staff, and learners will be consulted and invited to attend meetings on an as-needed basis when additional content expertise is required for decision-making related to the planning and delivery of the curriculum.
- The Chair will serve a three-year term, renewable in three-year intervals by mutual agreement of the individual, the subcommittee, and UGMS.
- The Chair or delegate will represent the Subcommittee on the UGMS committee.

Committee Member Expectations

- Attendance at 75% of monthly meetings.
- Meeting preparation.
- Timely completion of assigned tasks.
- Participation on working groups, as requested by the Chair.
- Pursuit of professional development related to undergraduate medical education.
- Solicitation of collegial input, when requested.



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Responsibilities

- Reviews and develops the overall framework of program evaluation for the curriculum leading to the M.D. degree.
- Advises the UGMS Committee on program evaluation policies and procedures.
- Evaluates all aspects of the M.D. program including examinations and student assessments, curriculum planning, curriculum delivery, instructor performance, student performance, and defined outcome measures. Specific duties include:
 - Designs and administers course evaluation tools for the M.D. program.
 - Distributes course evaluation survey results to the UGMS Committee, the Associate Dean (UGME), and the Phase Leads.
 - Recommends overall methods for program/curriculum evaluation to the UGMS Committee and oversee the administration of these evaluations.
 - Reviews outcome measures of the curriculum and demonstrate the extent to which program and curricular objectives have been met.
 - Designs and administers faculty and resident teaching evaluation tools for the M.D. program and establish processes to ensure appropriate dissemination and follow-up.
- Collects and monitors data/metrics pertinent to accreditation standards on program quality.
- Reports program outcomes to the UGMS Committee.
- Review the terms of reference on a yearly basis or as needed.

Approved by the UGMS Committee on June 18, 2025