

## Course Evaluation Policy

<b>Office of Accountability:</b>	Office of the Dean
<b>Office of Administrative Responsibility:</b>	Office of Professional and Educational Development
<b>Approver:</b>	Undergraduate Medical Studies Committee
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### Definitions

<b>Course</b>	A sequenced collection of related content, component blocks of content, or a clinical rotation in the Doctor of Medicine (M.D.) program.
<b>Program Evaluation Sub-Committee (PESC)</b>	A standing committee of the Undergraduate Medical Studies (UGMS) committee that reviews and develops the overall framework of program evaluation for the curriculum leading to the M.D. degree.

### Overview

The Faculty of Medicine (FoM) is committed to ensuring an appropriate, coherent, and coordinated Doctor of Medicine (M.D.) program that is effective in helping learners achieve the learning objectives. Course evaluation is an essential part of that commitment.

### Purpose

To outline how the FoM's requirements and processes regarding Course evaluations align with

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the Committee on Accreditation of Canadian Medical Schools (CACMS) Element 8.3 and the Memorial University of Newfoundland (Memorial) Learner Rating of Courses and Instruction Administrative Policies and Procedures section 1.2.2.

**CACMS Element 8.3** states in part: “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 learners achieve the medical education program objectives.”

**Memorial’s Learner Rating of Courses and Instruction Administrative Policies and Procedures Section 1.2.2** states in part: “Team-taught Courses - The following types of Courses may be evaluated by a method other than the Course Evaluation Questionnaire (CEQ). If the CEQ is not administered, an alternative method of evaluation shall be established. The alternative method shall include a form of written learner ratings and reporting of such ratings, with due regard for learner anonymity.”

### Scope

M.D. program at Memorial.

### Policy

#### **1.0 Management**

- 1.1 Management of Course evaluations has been assigned to the Program Evaluation Sub-Committee (PESC).

#### **2.0 Frequency**

- 2.1 Course evaluations completed by learners enrolled in the M.D. program are reviewed by PESC after each Course offering.
- 2.2 An unscheduled Course evaluation may be initiated when:
  - 2.2.1. accreditation requirements change;

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- 2.2.2. legislation or relevant regulations change;
- 2.2.3. a serious performance issue is identified through monitoring processes; and/or,
- 2.2.4. it is requested by a majority vote of the Undergraduate Medical Studies (UGMS) committee.

### 3.0 Course Evaluation Requirements

3.1 To conduct a Course evaluation, PESC must:

- 3.1.1. review learner evaluations as per CACMS Element 8.5; and,
- 3.1.2. produce a report to send to the appropriate Phase Lead and Associate Dean, Undergraduate Medical Education (UGME), containing the following elements:
  - 3.1.2.1. All aggregate and de-identified quantitative data based on the evaluation form used in the review;
  - 3.1.2.2. A de-identified summary of the qualitative data from comments on the evaluation form used in the review;
  - 3.1.2.3. A summary of the data and narrative comments;
  - 3.1.2.4. A summary of key strengths and weaknesses;
  - 3.1.2.5. A comparison of the Course evaluation to the previous year;
  - 3.1.2.6. Recommended actions to mediate any problems; and,
  - 3.1.2.7. A request for a formal response from the Phase Lead to the contents of the report, including strategies for improvement for the next Course offering.

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### 3.2 Low performing Courses

3.2.1. Based on the results of a Course evaluation, the following circumstances may require PESC to advise or suggest that a more concentrated review of a Course is necessary:

3.2.1.1. An individual Course component is rated less than 3.0 (Scale of 5);

3.2.1.2. An entire Course has an aggregate score of less than 3.5 (Scale of 5); and/or,

3.2.1.3. Other Course feedback mechanisms indicate potential concerns with the Course.

3.2.2. A more concentrated review of a Course may:

3.2.2.1. involve communication with faculty members, Undergraduate Curriculum Leads (UCLs), Phase Leads, the UGME office, and the UGMS committee for their input; and,

3.2.2.2. result in revised sequencing of Course content, revised learner assessment methods, revised Course delivery methods, etc.

3.3 All scheduled or unscheduled Course evaluation reviews must be conducted in accordance with this policy.

### Related links

[CACMS](#)