

# Assessment Subcommittee:

## *Charter*

### **Purpose**

The University of Pittsburgh School of Medicine (UPSOM) engages in ongoing strategic planning and continuous quality improvement processes that establish its short and long-term programmatic goals, result in the achievement of measurable outcomes that are used to improve educational program quality, and ensure effective monitoring of the medical education program's compliance with accreditation standards (LCME 1.1). UPSOM's Curriculum Committee is responsible for the detailed development, design, and implementation of all components of the medical education program, including instructional and assessment methods appropriate for the achievement of educational program objectives. These assessment methods are subject to ongoing monitoring, review, and revision by the responsible committee (LCME 8.3) and its standing subcommittees.

For Assessment, the Curriculum Committee has delegated to its Assessment Subcommittee the responsibility of setting assessment standards for both knowledge and clinical assessments, monitoring and evaluating outcomes and quality of assessments, and collaborating with faculty on continuous quality improvement of the assessment system and approaches.

### **Composition/Reporting**

The subcommittee will be led by two faculty--the Medical Director of the Standardized Patient Program and the Director of Assessment--who will organize its activities and take responsibility for its work.

Membership will include

- at least **one** Curriculum Committee faculty member
- at least **three** other active faculty educators in UPSOM who have assessment experience: a Foundations lead, a Clerkship director, and at least one faculty without a set administrative role in the curriculum
- at least **one** OMED staff member
- at least **three** medical students

Members will be selected according to the Curriculum Committee's Procedure on Membership for Subcommittees and Task Forces; that procedure also outlines their terms of service.

This subcommittee will annually report to the full Curriculum Committee, to present an overview of the year's activity and a summary of assessment as a whole.

The subcommittee will provide consultations and faculty development to individual course directors and other leads.

The committee should utilize as consultants, or include as members, individuals who have expertise in psychometrics/statistics, as appropriate.

Medical students will be recused from deliberation on assessment items from their phase of curriculum, to protect the sensitivity of that work.

## **Activities**

The Assessment Subcommittee will be responsible for oversight of assessment across the curriculum. The subcommittee will:

1. Meet at least monthly to discuss operations, such as:
  - a. Updates/edits to OSCEs
  - b. Progress testing (timing, selection of instruments, use, advising, etc.)
  - c. Process and outcome measures
  - d. Assessment/evaluation/grading
  - e. Mapping/tagging
2. Make recommendations for policies/procedures related to formative and summative assessments, in collaboration with curriculum leaders
3. Assist faculty in setting standards for criterion-based grading thresholds in the Foundations phase (and collaborating with the Clerkships Phase Subcommittee on setting thresholds in that phase)
4. Approve items for Foundations phase summative assessments
5. Recommend approaches to formative knowledge assessments in Foundations
6. Recommend approaches to and assist faculty with implementation of learner remediation, particularly in Foundations
7. Help develop recommendations on item mapping across assessment instruments
8. Review student performance data and other data about OSCE performance, including
  - a. Clinical Competency Assessment (CCA) outcomes
  - b. OSCE/Standardized Patient outcomes

- c. Other data points, provided by OMED and/or OACQI
- 9. Help develop an assessment system that ensures that students receive high-quality formal feedback (including narrative descriptions of performance) throughout the curriculum, as well as fair and timely summative assessment of achievement in each course/clerkship
- 10. Make recommendations on changes to OSCEs across the curriculum as needed, and track outcomes of those changes
- 11. Assist with planning and executing faculty development around assessment, to help curriculum leaders (and subcommittee members)
- 12. Help determine whether UPSOM program objectives are being adequately met, collaborating with OACQI and other program evaluation processes
- 13. Present reports to the Curriculum Committee:
  - a. Brief updates at least twice annually
  - b. Annually through a formal report

Each standing member of the subcommittee will be responsible for overseeing and actively reviewing assessment items—either cognitive or skills-based.

### **Subcommittee Logistics and Voting**

The Assessment Subcommittee will meet regularly (at least monthly).

Minutes are kept and shared with the Curriculum Committee and other bodies. Materials related to curricular performance are made available to subcommittee members but their circulation to others is prohibited without approval by CC leadership.

A quorum is at least 51% of the voting members. A simple majority of the quorum is needed for a motion or vote to be approved. Subcommittee leaders only vote in the case of a tie.

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