

# **MS1-2 Course Evaluation Subcommittee:**

## *Mandate*

### **Purpose**

The key tasks of the course evaluation subcommittee are to prepare yearly summary reviews of each course in the 1<sup>st</sup> and 2<sup>nd</sup> year, to provide consultations to individual course directors, and to gain insight into the overall functioning of courses in the preclinical years.

### **Composition/Reporting**

The subcommittee will be chaired by the Assistant Dean of Medical Education for the MS1-2 Curriculum, who will organize its activities and take responsibility for its work. Membership will include seven to nine faculty members recruited from among Curriculum Committee members and other active and experienced educators in the School of Medicine. This subcommittee will annually report to the full Curriculum Committee, to present an overview of the year's activity.

### **Activities**

1. Each member of the course evaluation subcommittee will be responsible for the review of 3-4 individual courses. Such reviews should be done as soon as possible after student course evaluations are completed. Tasks will include:
  - a. Review by the subcommittee member of prior year's course objectives
  - b. Review by the subcommittee member of student course evaluations
  - c. Meeting with course director(s) to discuss course outcomes and plans for the following year. The chair of the subcommittee or an additional member may choose to participate in this meeting, depending on subcommittee members' expertise or interest.
  - d. Preparation of portfolio report with the course director(s). This report will briefly describe how the course is performing, opportunities for improvement, and identification of resources that would support improvement.
2. The subcommittee will meet as a group as needed to discuss plans, overall themes, and outcomes.
3. The subcommittee will present annual reports to the Curriculum Committee. The Curriculum Committee at large will also be provided with an opportunity to review all individual course portfolio reports.