Terms of Reference – Pre-clerkship Student Evaluation Committee

1. PURPOSE and MANDATE

The Pre-clerkship Student Evaluation Committee (“Committee”), a subcommittee of the Progress Committee of the Undergraduate Medical Education (“UGME”) Program of the Max Rady College of Medicine (“College”), Rady Faculty of Health Sciences (“RFHS”) is responsible for the evaluation of pre-clerkship students (within Modules 0-3) of the UGME Program and to oversee the administration of pre-clerkship regular examinations and other assessments including supplemental assessments. In particular:

a. Develop, implement and review evaluation policy for the relevant year
b. Plan and administer regular examinations
c. Plan and administer supplemental examinations
d. Coordinate Instructional Tests
e. Approve examination results
f. Recommend to the Progress Committee the students that:
   i. Should be allowed to proceed to the next stage of the program;
   ii. Should not be allowed to proceed to the next stage of the program;
   iii. Should be granted supplemental privileges;
   iv. Should be required to undertake a period of remedial work;
       and/or
   v. Should be required to repeat an entire year

2. REPORTING and ACCOUNTABILITY

a. Accountability: The Committee is a subcommittee of the Progress Committee.

b. Reporting: The Committee, through the Chair, shall:

   i. Report to the Progress Committee through a status report as a standing agenda item on each Progress Committee meeting agenda; no student identifiers will be used in any reporting mechanism.
   ii. Provide an annual report to the Progress Committee outlining its activities and report on the status of its responsibilities respecting accreditation requirements; and
   iii. Otherwise report as required by the Chair, Progress Committee.

3. CHAIRPERSON AND MEMBERSHIP
Chair: The Chair of the Committee shall be the Student Evaluation Coordinator Modules Zero (M0) through Module Three (M3). The Chair is responsible for the following at Committee meetings:
   i. Calling the meeting to order;
   ii. Establishing an agenda and ensuring agenda items are addressed;
   iii. Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
   iv. Facilitating discussion to reach consensus on matters under consideration in a professional manner;
   v. Adjourning meetings after business is concluded; and
   vi. Acting as the main representative of the Committee

c. Membership: The Committee membership shall then consist of the following members, including the Chair:
   a. Module 0 through Module 3 Course Leaders
   b. Longitudinal Course Leaders for:
      a. Population Health
      b. Professionalism
      c. Clinical Reasoning
      d. Consolidation
      e. Clinical Skills
   c. Director, Student Assessment
   d. Director, Remediation
   e. Student Assessment Coordinator - Objective Structured Clinical Examination (OSCE)
   f. Director, Office of Education and Faculty Development
   g. Associate Dean, UGME (non-voting)
   h. Medicine I Class President or designate
   i. Medicine II Class President or designate
   j. MMSA Senior Stick or delegate
   k. MMSA Vice Stick Internal or delegate
   l. Two additional Pre-Clerkship student academic representatives elected annually by the Med I/II students (non-voting)
   m. Recording secretary, UGME (non-voting).

d. Diversity of Membership: The College strives to achieve diverse membership on its committees that is reflective of its commitment to diversity and inclusion and this should be considered in the appointment of Committee members.
e. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

f. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

g. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

4. **TERM of OFFICE**

The term of office of each Committee member shall be until the first of the following occurs:

a. the individual no longer holds the position noted in 3b;  
b. the term of the appointment ends; or  
c. the appointment is rescinded by the appointer.

5. **FUNCTIONS OF COMMITTEE**

As part of its Mandate, the Committee will engage in the following activities:

a. **Make Recommendations:** The Committee will make recommendations to the Progress Committee regarding changes to the pre-clerkship assessment policies, planning and administration of regular and supplemental examinations, coordinating instructional tests, approving examination results, and promotion, remediation, dismissal or privileging of medical students.

b. **Receive Direction and Recommendations:** The Committee will receive direction from the Progress Committee regarding approved changes to the curriculum assessment. The Committee will receive recommendations from the Pre-clerkship Curriculum Committee regarding changes to the curriculum delivery that impact assessment.

c. **Referral to Subcommittees:** The Committee may refer priority issues connected to its Mandate which require review, collaboration and analysis to
6. MEETINGS

a. **Number of Meetings:** The Committee shall meet monthly during the academic year, or subject to the call of the Chair.

b. **Notice of Meetings:** Notice of a Committee meeting should be provided to Committee members, at least five (5) business days advance of the meeting, unless waived by the Committee members at the meeting.

c. **Agenda:** Agenda items should be sent to the Committee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

d. **Quorum:** A minimum of six (6) faculty members and two (2) students of the committee are required for quorum.

e. **Decision-Making:** The model for decision-making is by majority vote. The Chair shall only vote in the case of a tie.

f. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.

g. **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.

h. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.
7. **ADMINISTRATIVE SUPPORT**

The Committee shall receive administrative support from the College. The administrative support shall be provided through an individual whose duties shall include:

a. Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
b. Ensuring follow-up of Committee action items;
c. Information gathering;
d. Preparation and distribution of meeting material;
e. Minute-taking; and
f. Maintaining Committee records.

8. **SUBCOMMITTEES**

a. **Standing Subcommittees:** none.

b. **Subcommittee Reports:** A report from its subcommittees shall be an item on the Committee meeting agenda.

c. **Referral to Subcommittees:** The Committee may refer issues of priority to one or more Subcommittees as the circumstances require.

9. **AMENDMENTS TO TERMS OF REFERENCE**

Amendments to these Terms of Reference may be proposed by the Committee to the College Council/College Executive Council for approval.

a. **Date approved:** College Executive Council – October 24, 2018

b. **Review:** Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the College Executive Council deems necessary.
Undergraduate Medical Education (UGME)
Curriculum Governance

c. **Supersedes:** Pre-clerkship Student Evaluation Committee, UGME, Faculty of Medicine – Terms of Reference (June 2015).

d. **Committee Administrative Support:** UGME Administrator

e. **Effect on Previous Statements:** These terms shall supersede all previous College terms on the subject matter herein.