

Evaluation Committee (EC)

Background:

To appropriately meet LCME guidelines ED-33 and ED-47 it is necessary to review student evaluations of courses and faculty in order to monitor and to make appropriate curricular changes.

Purpose:

To review course, clerkship, and faculty evaluations by students for all required courses and clerkships in the curriculum at least four times during the year for curricular or faculty issues felt significant to the committee and which require immediate attention.

Issues which potentially need reviewed, but which are not considered by the EC to require immediate attention, are handled through the "Course and Clerkship Peer Evaluation" process of the Curriculum Committee (CC) as well as through the routine review of evaluations by the Chair and Course/Clerkship Directors.

Process:

At each Evaluation Meeting, the EC will determine if there are significant curricular, student or faculty issues within the evaluations which require immediate attention.

A letter is then sent on behalf of the entire EC to the Chair and Course/Clerkship Director of the involved Course/Clerkship which details the concern of the EC.

The Chair will then have two (2) weeks to respond to the EC describing the action taken regarding the concern. The EC will then review the Chair's response and if felt appropriate, will monitor the concern on subsequent evaluation reviews. If the EC feels that the response is inadequate the EC will then forward the concern to the Dean of the medical school. If there is no response from the Chair within the allotted time period, the EC will then forward the concern to the Dean of the medical school.

Documentation of the occurrence of the EC meetings will be provided to the main CC for inclusion in the general minutes. Detailed minutes of the specific concerns will be kept by the EC secretary.

Updated and Approved by Curriculum Committee
Next Review by Curriculum Committee

January 4, 2012
January 4, 2013