

# University of Minnesota Medical School Assessment Committee

## Committee Purpose

The purpose of the Assessment Committee (AC) is to oversee all aspects of assessment in the MD program in order to promote and support best practices in testing and assessment throughout the UME program. The committee supports the Education Council in fulfilling the charge in LCME standard 8.1 ["A medical school has in place an institutional body (e.g. a faculty committee) that oversees the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation and enhancement of a coherent and coordinated medical curriculum"].

## Committee Responsibilities:

- Work closely with the Clinical Education Committee (CEC) and the Scientific Foundations Committee (SFC) to seek input and vet ideas with them
- Make recommendations to the Education Council on assessment issues related to clinical and foundational science curriculum.
- Advise on revisions and updates on assessment within clerkships and foundational sciences.
- Prepare requested reports on aspects of assessment to the Education Council.
- Create ad-hoc task force groups (to include TC/DU and foundational and clinical science faculty and other appointees as appropriate) to focus on in-depth assessment needs as determined by Education Council.

## Committee Structure, Membership, and Governance

### Structure:

The Assessment Committee is the standing committee of the Education Council (EC) that oversees all aspects of student assessment in the undergraduate medical education program. The CA will address specific assessment needs as directed by the Education Council. The committee may request participation of faculty or students involved in the undergraduate curriculum as needed to meet its goals. The CA reports to the EC and works with the Undergraduate Medical Education leadership team to execute its mission.

The Committee shall make a report of its activities to the Education Council at least once each year. The Committee shall have open meetings with public minutes and will meet at least 10 times per year.

### Membership:

The committee shall be composed of voting, discussant and ex officio members as described below.

Office of Assessment and Program Evaluation – Co-chair (1) and member (1)  
Faculty member – Co-chair (1)  
Course directors – 1 from TC and 1 Duluth  
Clerkship directors – 2  
PhD educator – 1  
PGME appointee – 1  
LIC appointee – 1  
Affiliate Hospital – 1  
Resident – 1  
Students – 4 (one from each year)

Total = 17 members

### Discussant membership:

The Assistant Dean for Assessment and Evaluation – Twin Cities will serve as the administration liaison to the committee and co-chair (with an elected faculty member).. The Director of Operations for Assessment and Evaluation, Director Office of Curriculum and Director Office of Student Affairs Twin Cities shall be ex-officio, non-voting members.

### Voting Members:

Course directors – 1 from TC and 1 Duluth  
Clerkship directors – 2  
PhD educator – 1  
PGME appointee – 1  
LIC appointee – 1  
Affiliate Hospital – 1  
Resident – 1  
Students – 4 (one from each year)

Each voting member should name one alternate who will attend in the member's place, have voting capacity and be counted towards a quorum for calling the meeting to order, approving minutes and all recommendations requiring a vote. A voting member or their alternate must attend 75% of Assessment Committee meetings.

The faculty member committee co-chair will serve a three year term and will be elected by committee members from committee membership.

### Governance:

Committee meetings will require a quorum to be held. A quorum is defined as: 51% of voting membership in attendance.

Committee minutes will require 51% of voting membership review and approval to be accepted.

Committee proposals will require a vote of 51% of the voting membership with at least one student's approval to move forward to the Education Council as a recommendation.