

Subcommittees of the Tucson Educational Policy Committee

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Clerkship Review Subcommittee (CRS)

Approved by the Educational Policy Committee 2/15/2012

Membership

Voting Members

- One member from TEPC and TCCS (4 members total). Terms of membership are for two years.
- Student representatives from Year III and IV
- 1 at-large clinician (not teaching in the clerkship under review)
- 1 at-large basic scientist (not teaching in the clerkship under review)

Supporting Members

- Administration representatives, whose responsibilities include oversight of Years III and IV.
- Director of Program Evaluation
- Clinical Curriculum Program Managers
- Office of Medical Student Education support personnel
- Others as needed

Review Process

1. Clerkship directors produce independent self-study reports that are delivered to the CRS. (Guidelines for this report will be supplied by the Clerkship Review Subcommittee.)
2. Track data on clerkship processes and outcomes will be collected by the staff support for the CRS (e.g., records of midclerkship feedback, syllabus, sites used, performance outcomes, student surveys, etc.).
3. The Review Subcommittee delivers its draft report to the EPC for approval and final recommendations.
4. EPC approves the final clerkship review report with recommendations and returns the report to the clerkship directors, copied to local CCSs, and TEPC.
5. The EPC invites the directors of the reviewed clerkship to a subsequent meeting of the EPC to discuss the clerkship and to follow up on the review report.

Tucson Evaluation Subcommittee

Approved by TEPC 10/7/2009

Updated 9/19/2012

Organization

The Tucson Evaluation Subcommittee is a standing subcommittee of the Tucson Educational Policy Committee (TEPC).

Overview: The Tucson Evaluation Subcommittee

- Reports to the TEPC
- Implements program evaluation/review policies established by the TEPC
- Support the evaluation and reporting functions of the TEPC for program evaluation of
 - components of the curriculum, and
 - the Tucson Track

Membership

- Voting Members of the TEVS:
 1. Three faculty members of the TEPC
 2. Student members of the TEPC
 3. Three faculty at-large elected by the general faculty
 4. Senior Associate Dean for Medical Student Education
 5. Director of Program Evaluation
 6. Education specialists in learning, performance assessment and program evaluation
- The Chair will be elected from the faculty members of the subcommittee.
- The term of service for faculty and student TEPC members will be for the duration of their tenure on that committee.
- The term of service for faculty at-large will be two years, in rotating yearly elections.(2-22-10)

Responsibilities

1. Draft TEPC annual evaluation reports including:
 - a. Level 2 reports that address the evaluation of track components
 - b. Level 3 reports that address the evaluation of the track
2. Review and report annually on the effectiveness of the Evaluation Plan for the Tucson Track
3. Makes policy recommendations to the TEPC with respect to program evaluation
4. Confers with Office of Medical Student Education and Office of Instructional Technology to develop/modify methods of data collection and reporting
5. Recommends to the TEPC the dissemination of evaluation data to faculty and the appropriate venues for posting of these data.

Tucson Curriculum Management Subcommittee

Approved by TEPC 8/5/2009

Updated 9/19/2012

Overview: The TCMS is a standing subcommittee of TEPC. It is the principal subcommittee that oversees content, content delivery and quality of Years I and II curriculum. The charge to the TCMS is:

Make policy recommendations to the TEPC concerning the structure, development, and delivery of the educational program, but does not establish such policy.

Contribute to the biennial review of blocks. The TCMS produces one of the review reports that covers the evaluation of block content, examinations and instructional effectiveness. The TCMS block review report is delivered to the TEPC.

May establish guidelines and procedures required to fulfill its charges.

Assist in the development and implementation of curricular innovations.

Membership

- Voting Members of the TCMS:
- All Block and Course Directors (limited to one Director or designee per block or course)
- All T3 Directors*
- Director and Co-Director of the Societies Program
- Discipline Directors who are not Block or Thread Directors
- Supervisor of Block and Instructional Unit Coordinators
- *T3 content is content traditionally described as being of "social and behavioral" character.*

2) Leadership

- Any voting member of the T-TCMS will be eligible to serve as Chairperson.
- The term of service will be two years, the first year as Vice-Chair and the second year as Chair.
- A new Vice-Chair will be elected each year.

3) Serving without voting privileges:

- Deputy Dean for Education
- Associate Dean for Medical Student Education
- Associate Dean for Student Affairs, Tucson Campus
- Director of Faculty Instructional Development
- One voting member of the Tucson Clinical Curriculum Subcommittee of the EPC
- Block Coordinators
- Director of Program Evaluation (Educational Support Staff)
- Director of Student Performance Assessment (Educational Support Staff)
- Director, Educational Research and Program Evaluation
- Other Education Support Staff, as required by committee task

Responsibilities

- Development and Delivery of the Program
- Recommends to the T-EPC a Tucson Track management plan, which includes procedures and schedules for the tasks required to prepare, deliver, and manage all Year I & Year II courses in the Tucson Track
- Implements the Tucson Track management plan established by the T-EPC
- Ensures compliance with the management plan and assesses its effectiveness
- Anticipates or responds to operational concerns with respect to the ongoing delivery of courses

Management of the Curriculum

- Responsibilities related to Content:
- Advises the EPC and/or T-EPC on the breadth and depth of content for courses
- Recommends and approves the assignment of content topics to courses
- Advises the EPC and/or T-EPC on the sequence and length of all Year I & Year II courses
- May conduct specific audits of content for integration and completeness, as necessary

Responsibilities related to Instruction:

- Assures that the content and educational activities of courses fulfill institutional objectives
- Develops guidelines concerning the role and the performance of participating faculty
- Ensures compliance with established processes for faculty instructional development
- Monitors procedures for the recruitment, training, assignment, and performance of faculty facilitators
- Ensures that content and instructional methods are delivered as approved

- Responsibilities related to Assessment of Student Performance:
- Recommends to the T-EPC and EPC policies concerning assessment of student performance
- Ensures that the content of examinations matches learning objectives and that examinations are consistent with goals of student development as established by the subcommittee and the T-EPC, and oversees post-administration analysis of examinations to assure their validity and reliability
- Develops new assessment methods and instruments, consistent with T-EPC policies
- Monitors grading practices and outcomes

Operations, Evaluation and Oversight

- Members are considered to represent constituencies within the faculty and staff (e.g., Block and Discipline Directors represent the faculty who teach in their areas) and are expected to consult with their constituents on matters arising before the subcommittee and to inform them about policies and procedures established by the subcommittee.
- Provides regular reports to the T-EPC concerning the delivery and quality of Years I & II of the Tucson Track
- Implements the T-EPC Evaluations Plan for Year I & Year II blocks and produces review reports on individual blocks
- Generates and compiles other evaluation and review data as directed
- Oversees changes to Years I & II as required by the T-EPC
- Participates as required in comprehensive review processes, including reviews related to LCME accreditation

Tucson Clinical Clerkship Subcommittee

Approved by TEPC 1/5/2010

Serving with voting privileges (12 voting members)

- Clerkship directors (7 total)
- Transition to Clerkships course director(1 total)
- Intersessions course director (1 total)
- Emergency Medicine & Critical Care course director (1 total)
- Elected from the General Faculty (three-year terms) (2 total)
 - One faculty from a basic science department
 - One faculty from a clinical department

Leadership will be elected by the members of the subcommittee.

Ex officio (without voting privileges):

- Radiology representative
- Lead administrative personnel (OMSE, COM Administration and Student Affairs)
- Chair of the Tucson Electives Subcommittee
- Other support personnel as required, including all coordinators for Years III-IV required clerkships/courses

Ongoing Responsibilities

As pertains to the Years III and IV curriculum for the Tucson Track:

- Ensures all affecting LCME Accreditation Standards are met
- Ensures course objectives and student performance assessment activities meet the Core Competencies and Measurable Objectives of the curriculum
- Determines breadth and depth, and currency of content of the required clerkships and courses
- Identifies content gaps and redundancies
- Ensures integration of curriculum content within and across clerkships and other required courses
- Oversees annual clerkship block evaluations (instruction, organization and delivery)
- Recommends policy and policy changes affecting Tucson Years III and IV to the TEPC
- Oversees the authorization and reauthorization of off-campus clinical instruction sites
- Fulfills policies established by the Educational Policy Committee (EPC) or TEPC with regard to concerns affecting both the Phoenix and Tucson clinical curricula

Periodic Responsibilities

Tuesday, March 01, 2016

- Assembles and compiles Years III & IV data as required for accreditation review efforts
- Assembles and compiles Years III & IV data as required for EPC or TEPC mandated review processes

Exam Review Subcommittee

Approved by TEPC 10/3/2012

Updated 9/6/2013

Relevant Accreditation Standards

ED-26. A medical education program must have a system in place for the assessment of medical student achievement throughout the program that employs a variety of measures of knowledge, skills, behaviors, and attitudes.

ED-29. The faculty of each discipline should set standards of achievement in that discipline and contribute to the setting of such standards in interdisciplinary and interprofessional learning experiences, as appropriate.

ED-28. A medical education program must include ongoing assessment of medical students' problem solving, clinical reasoning, decision making, and communication skills.

ED-06, ED-07, ED-17A, ED-21, ED-22: These standards explicitly ask each medical school to demonstrate how they assess specific knowledge and skills such as: knowledge and understanding of societal needs and demands on health care, basic principles of clinical and translational research and cultural competency.

Organization of the Examination Subcommittee:

Tucson Educational Policy Committee (TEPC) establishes the Examination Subcommittee as a standing subcommittee of TEPC. This subcommittee holds the primary responsibility to oversee the quality and outcomes of student performance assessment for Years 1 and 2. The "Performance Assessment Plan for the Tucson Years 1 and 2" is the domain of this subcommittee and reports of the plan's implementation and its outcomes will be delivered regularly to the TEPC and its other subcommittees.

TEPC regards the guidelines and procedures for the oversight of performance assessment to be a curriculum support function of the Office of Medical Student Education (OMSE). As such, the members of this committee will be appointed by the Associate Dean for Medical Student Education. The Program Manager for Performance Assessment will chair the subcommittee.

The membership of the Examination Subcommittee is comprised of the following individuals: (Note: it is important that the core membership include members who have not been involved (or who have had minimal involvement) in the construction of the exam items being considered. Because of the nature of work performed by this subcommittee, there may be no student representatives.

1. Experts in Student Performance Assessment (OMSE)
2. One Discipline Director
3. AMES member or faculty with experience writing MCQ (preferably NBME items)

4. Other ad hoc content consultants (Block directors and/or the Examination Subcommittee members can recommend content experts to consult with the committee for specific items.)

The Examination Subcommittee will establish the criteria by which exam items are deemed of high quality. These will be applied consistently when making decisions about exam items. The criteria that establish acceptable/unacceptable item statistics will be set, approved by TEPC, and published in the appropriate sections of block syllabi. Other decision criteria may include such situations as when two answers might be accepted.

Because the evaluation of exam items includes a corresponding evaluation of its referential learning objectives, the Exam Subcommittee will be copied on block changes that invoke the *Tucson Year 1 and 2 Block/Course Changes policy* with respect to objectives.

1. The Exam Subcommittee will apply the criteria in the *preview* of items for those exams and quizzes that contribute to more than 10% of a student's grade in any block.
2. The Subcommittee will apply the criteria after the delivery of an exam:
 - a. The Exam Subcommittee has the final approval regarding dropping, revising items and the subsequent changes to grading that might arise.
 - b. The Subcommittee's decision to drop an item or otherwise change the scoring of an item will be sent immediately to Instructional Technology to recalculate (if needed) prior to the release exam scores.

The Policy for the Oversight of Examinations and Certification of Exam Items:

There will be consistent implementation of exams across blocks in Years 1 & 2. This includes regularly scheduled block exams, retake, and remediation exams. Implementation includes procedures for delivering the exam, post-hoc analysis of exams, and subsequent rules for making adjustments to grades.

1. Items for an exam will be selected according to acceptable psychometric parameters based on previous iterations.
2. It is assumed that all test items used during academic year 2012-13 are adequate with respect to this policy. For academic year 2013-14 and forward, new items, or revisions to current items must be previewed by the Examination Subcommittee prior to inclusion on an exam.
3. New exam items will be vetted through a consistent process established by the Exam Subcommittee. Approval of an item by this process will certify that it adheres to principles of high quality item construction. That is:
 - a. its assessment intent is unambiguous
 - b. it is typographically and grammatically correct, and
 - c. it demonstrates association to learning objectives
4. For development of new questions and/or revision of underperforming items, beta testing of items may be conducted within exams.

Tuesday, March 01, 2016

After an exam has been delivered:

1. The block director may direct Instructional Technology to DROP a question in situations in which there is a technical error in item delivery (e.g., question repeated on the exam, an item has two identical foils, images failed to load).
2. Exam Subcommittee will be scheduled to meet for the hour after the delivery of each exam. In this way, the subcommittee will be on hand to review exams in a timely manner.
3. If review of exam statistics prompts concern about an item after the exam has been delivered, the item will be reviewed by the Exam Subcommittee in accordance with established criteria.
4. Student challenges of exam items will be reviewed by the Exam Subcommittee only when the exam statistics for that item prompts concern.
5. Results from exams will be posted to the gradebook in ArizonaMed online. Typically the student scores can be posted within one business day due to possible adjustment of items.

Electives Subcommittee

Approved by the Tucson Educational policy committee 8/5/2009

Updated by TEPC on 11/19/2012

Charge

The Tucson Electives Subcommittee is a standing subcommittee of the TEPC. This is the subcommittee responsible for the oversight of elective courses offered at the Tucson campus. Its role is to:

- Monitor and review the structure, quality and delivery of the elective curriculum for the Tucson Track.
- Make recommendations to the Tucson Educational Policy Committee (TEPC) concerning the structure, development, delivery and use of the electives curriculum.
- Report to the TEPC and provides support for evaluation and review functions for electives as directed.
- May establish guidelines and procedures in consultation with TEPC

Membership

Voting faculty members will be appointed by TEPC for staggered 3-year terms. There are no limits to the number of terms a member may serve.

1. Serving with voting privileges
 - a. at least one at-large basic science faculty member appointed by TEPC
 - b. at least one at-large clinical faculty member appointed by TEPC
 - c. leadership of the Office of Medical Student Education
 - d. two voting student members: one student from Year III and one student from Year IV
2. Serving without voting privileges
 - a. Evaluations specialist (OMSE staff)
 - b. Other staff as required
3. Leadership
 - a. The chairperson will be elected by the members of the Electives Subcommittee