



Program Evaluation Subcommittee (PESC)
Chair: Dr. Alan Goodridge
Minute

Tuesday, Dec 20th, 2022
12:30 – 1:30 pm WebEx Virtual Meeting

Attendees: Alan Goodridge (Chair), Heidi Coombs, Dawn Curran, Norah Duggan, Ryan Elliott, Amanda Fowler, Zhiwei Gao, Atena Goudarzi, Taryn Hearn, Andrea McGrath-Janes, Bruce Sussex, and Katrin Zipperlen

Regrets: Sandra Cooke-Hubley, Ryan Elliott, and Jasbir Gill

Topic	Details	Action Items
Welcome	A. Goodridge welcomed new members to the meeting.	
Agenda	No conflicts of interest were disclosed. The agenda was approved with no additions.	
Minutes	Review and Approval of the Minutes of Sep 20th, 2022: <ul style="list-style-type: none"> - Moved: A. Goodridge - Seconded: N. Duggan - All in Favor 	
Business Arising	<p>Frequency of Faculty Evaluations</p> <p>A. Goodridge stated that sending Faculty Evaluations more frequently might have had a negative impact and create a higher level of evaluation fatigue. H. Coombs noted that we increased the frequency of the faculty evaluations to weekly, in response to a suggestion from the students over the past two years. For Phase 1, the response rate remained consistent, but for Phase 3 it became much worse. We will return to the block frequency after Christmas.</p> <p>H. Coombs asked if it is necessary to evaluate every individual who teaches in the program or could we only evaluate faculty who teach a minimum number of sessions.</p> <p>T. Hearn noted that the new accreditation process does not require data related to response rates. Going forward, we will be able to describe the</p>	<p>ACTION: H. Coombs bring the evaluation forms to the January meeting for review.</p>

	<p>aspects of our evaluation and our processes for collecting student feedback.</p> <p>A. McGrath-Janes suggested that a paper survey at the end of a session might be more effective.</p>	
	<p>Anatomy Laboratories</p> <p>H. Coombs reported that there have been some issues identified with the anatomy labs. The key faculty members are aware of the issues and have been trying to address them.</p>	
Curriculum Review	<p>A. Goodridge reported that there have been two Curriculum Review meetings. We identify four domains as below :</p> <ul style="list-style-type: none"> - Clinical Rotations - Academic Content - Administration and Evaluation - Assessment <p>Each Domain have champions who will focus on gathering data related to that Domain.</p>	
Reports	<p>A. Fowler presented the Phase 2 Response Reports. The report contained the following information:</p> <ul style="list-style-type: none"> - Course evaluation response report 6750 - Course evaluation response report 6760 - Course evaluation response report 6770 - Course evaluation response report 6780 	
Learner Representation	<p>Phases 1-3 – A. McGrath had nothing to report.</p> <p>Phase 4 – D. Curran reported that the Psychiatry rotation students had difficulty getting their clinic cards approved by staff. N. Duggan noted that this has not been a problem with psychiatry before.</p>	<p>ACTION: N. Duggan to follow up with psychiatry about clinic cards.</p>
Updates	<p>Phase 1 – S. Cooke-Hubley was not present.</p> <p>Phase 2 – A. Fowler had nothing to report.</p> <p>Phase 3 – J. Gill was not present.</p> <p>Phase 4 – N. Duggan had nothing to report.</p>	
New Business	<p>Curriculum Oversight Subcommittee Relationship to PESC</p> <p>H. Coombs suggested that we formalize our relationship with the Curriculum Oversight Subcommittee (COS). They take an overview approach to the curriculum and can implement changes related to quality improvement. T. Hearn suggested that reach out to Brian Kerr, David Stokes, and Allison Haynes.</p>	<p>ACTION: H. Coombs to contact COS about their representation on PESC.</p>

	<p>Managing Course Feedback on Faculty Evaluations</p> <p>A. Goodridge reported that we have been receiving course and curriculum-related feedback on faculty evaluations. We often remove it from the evaluation and forward it to COS. We need to develop guidelines for this process.</p>	
	<p>Meeting adjourned at 1:30 PM</p>	

Next Meeting: Jan 17th, 2023 – WebEx