

**University of Florida College of Medicine**  
**Program Evaluation Committee**  
**Monday, September 20, 2021**

**Attendees (via ZOOM)**

Heather Harrell (Co-Chair), Dani Brown, Frank Genuardi, Kathy Green, Jennifer Hamilton, Colleen Kaylynch, Lynne Meyer, Chris Robinson, Peter Sayeski, Ashleigh Wright

Recorded by: Sandi Reveille

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Ms. Sandi Reveille will now be the key support for these meetings but Wendi will still be the point person for all the student debriefings. We have opened up the search for another Director of Program Evaluation and Student Assessment since Dr. Thomas declined the position the day before he was supposed to start. Dr. Harrell met with Dr. Cooper on Friday to help prioritize the job functions Dr. Harrell needs to cover the next 3-6 months. Vincent Archibald and Nastia Tishena are the Class of 2025 Debriefing Chairs. Dr. Harrell will be meeting with all Classes' Debriefing Chairs in the coming week. We will change the language in our policy manual about student members to reflect our current practice of having a debriefing chair from each class serve on this committee. This will go before the Curriculum Committee.

**Develop Committee Charge**

Dr. Harrell provided an outline for the Program Evaluation Committee charge. (After the meeting we located the original charge which aligned with the committee's understanding discussed during the meeting.)

Dr. Harrell would like to form an exam review subcommittee to review high stakes exams ahead of time and make sure they follow item writing best practices and adhere to a blueprint. From this, we can develop a question bank. Drs. Hagen and Aris, who have expertise in this will be invited to co-chair the subcommittee. We tentatively are going back to Exam Soft in January. All exam questions that Course Directors previously tagged and stored can be recovered in Exam Soft.

We will add minutes of this committee to the Curriculum Committee and block regular time on CC agenda to facilitate communication between Curriculum and Evaluation Committees.

**Review Clerkship Report**

Clerkship directors have not been routinely asked for reports (goal was minimum every 3 years), in some cases, no reports since 2015. Consequently, all core clerkships will be asked to complete a report this year. The committee members thought review of these reports would be feasible. Draft of clerkship report created for comment.

Clerkship Directors met in January for their retreat on assessments and two main charges were created – Grade Committee and a new way to diversify the assessment on each clerkship. Dr. Harrell will discuss with the Clerkship Directors about making better use of Program Evaluation committee as a consultative body to help them identify best practices in evaluations to meet their needs.

**Course and Clerkship Reviews**

Focus on 3<sup>rd</sup> year Clerkships which is a bigger focus on the LCME. For the 6 big clerkships, can each Clerkship member review 2 clerkships at a time. Would like to present this at the next Clerkship Director meeting and then give them a month to work on it.

Courses: Hematology was reviewed last semester as well as Endo/Repro plus Neuro and we should review Genetics next. Also, a spreadsheet will be created to be added to TEAMS showing when courses are to be reviewed or have been reviewed.

Following debriefings would like to have the Course/Clerkship Director prioritize action items based on the feedback so that they can circle back and make sure they are achieving the purpose of the review.

### **Other Items Discussed**

Looking for a new Course Director for GI.

Quick update on Health System Sciences (“HSS”) which is built out enough so working on where to place in curriculum. They have their logo that's going to be tied to all of their material and are exploring curriculum mapping tools. The model we're going to look at is a brief Foundations of HSS in the first semester, which really aligns with the foundations course Practice of HSS being more longitudinal integrated primarily into courses.

Need to start planning how we would evaluate HSS

Discussed need for this committee to evaluate outcomes related to curriculum changes. CLG and curriculum integration were two major focuses of our last curriculum renewal. CLG Director has been evaluating aspects of CLG but many opportunities to assess effectiveness of integration