Program Evaluation and Assessment Committee (PEAC) Minutes

Date	Thursday, September 16, 2021
Time	3:30 – 5:00 PM SPT
Attendees	**Chair:** Matt Cunningham **Voting members:** Mark Whipple, Sara Kim, Bekah Burns, Kathleen Kieran, Martin Teintze, Zak Yaffe **Guests:** Lida Lin, Signe Burchim, Kelley Goetz, Kellie Engle, Chris Knight, Nick Cheung, Pam Nagasawa, Jaime Fitch, Jessica Wheeler
Regrets	**Voting members:** Michael Campion, Karen McDonough, Toby Keys, Amanda Kost, Pete Fuerst, Frank Batcha, Anita Samuel

AGENDA

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	Approve July minutes	Matt Cunningham	5 min	Yes	Decision
2	E22 Foundations assessment plan	Matt Cunningham	25 min	No	Discussion
3	Clerkship grading project	Matt Cunningham	60 min	Yes	Discussion

Next meeting: Thursday October 14, 2021 3:30 PM

1. Approve July minutes
Decision: Attendance does not meet quorum for this meeting. July minutes and September minutes to be approved at October meeting.
Action: none

2. E22 Foundations assessment plan

Discussion: Matt shares proposed E2022 Assessment schedule spreadsheet. Committee members review and provide feedback to the proposed exam schedule.
 	
• Proposed schedule created bearing in mind the following:
    o Trying to avoid every block having quizzes/exams every week
    o Ideally each block would have assessments every other week
    o For most blocks this would calculate to 3 – 4 exams per block
• Some members are concerned there will be too many days of instruction between exams
• Curriculum team requests an opportunity to review document post meeting to provide more detailed feedback
    o Matt to forward spreadsheet to Kellie post-meeting
• Assuming the plan or something similar is implemented how will exam weighting be affected?
    o How will the final exam be weighed relative to midterm exams? Currently exam final is not to exceed 30%
        ▪ Proposed suggestion is to limit the number of cumulative questions on the final exam and weight all exams the same
        ▪ Would this impact the value of new material assessed on the final exam?
• Any additional thoughts or feedback on this topic please reach out to Matt

Decision: none
Action:

3. Clerkship grading project (23:30)

Discussion: Continued from last meeting, PEAC members to provide feedback and suggestions based on data collected from surveyed medical schools, to create recommendations for improvements to streamline and simplify the grading process across all clerkships.
 	
• **Part 2 - Clinical evaluations**
    o 1. *Should we go back to a common clinical evaluation form?*
        ▪ About half of surveyed schools are currently using a common form across all clerkships.
        ▪ Currently, the customization of clinical evaluation forms among UW clerkships has been implemented to reflect the unique differences of how program objectives can be assessed within each clerkship.

- If there were a return to a common form then would there be standardization of objectives across clerkships?
- Matt asks for a straw poll from committee members indicating support for a common framework. (Based on results from straw poll Matt will draft a document for further discussion and a more formal vote.)
  - PEAC members support a common framework but many feel strongly that allowing for some customization improves the evaluation process. Clarity in the process should be a higher priority than uniformity.
- Specific assessment items don't need to be identical across clerkships but there should be clarity for students in the process.
- What level of customization would be allowable? Too much customization would be challenging to support/sustain.
  - For the most part, objectives should maintain consistency over time but would be subject to occasional review
  - 2. *Should all clerkships use a RIME framework for clinical evaluations?*
    - Medicine and Neurology currently use a variant of RIME (or **P**RIME).
    - Chris Knight gives a brief summary and history of the PRIME system.
    - Feedback shows students respond well to PRIME because of its clarity.
    - Faculty appreciate PRIME because it is criterion-based.
    - Faculty and student expectations embedded in the PRIME system need to be considered.
    - Should PRIME be used only as an evaluation tool but not as part of the grading process?
      - Some PEAC members disagree and say grading and the use of evaluation tools such as RIME should be used together –
    - Implementing the RIME system into each clerkship would be challenging but could be very valuable.
    - Matt asks for straw poll indicating support for implementing RIME framework into all clerkships.
      - PEAC members are supportive of exploring implementation of the RIME system but do express concerns as to whether or not it would be a successful tool across all clerkships.

Decision: none

Action: