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## **SUBCOMMITTEE ON ASSESSMENT, EVALUATION, AND IMPLEMENTATION CHARTER**

### **A. Purpose**

The purpose of the Subcommittee on Assessment, Evaluation, and Implementation (AEI) is to oversee all aspects of assessment and evaluation in the Doctor of Osteopathic Medicine degree program to implement best practices in testing and assessment throughout the undergraduate medical program.

The AEI supports the Curriculum Committee in fulfilling the charge in COCA standard 6.1 [“A COM must have in place a body (e.g., a faculty committee) that exercises collective responsibility for the education program as a whole, and has responsibility for the development, management, evaluation, and enhancement of the curriculum”].

### **B. Membership**

The AEI shall consist of at least five voting members, including the Chair, and all voting members will be appointed by the Dean.

#### **Voting Membership**

- At least 2 members shall be basic medical sciences faculty.
- At least 2 members shall be clinical faculty.
- At least 1 member shall be an academic support faculty member.

#### **Non-voting Membership**

- The Assistant Dean of Faculty Development
- The Director of Evaluation and Outcomes Assessment
- Student Fellow representing Anatomy/OPP
- Student Fellow representing SIM/PCS

### **C. Membership Terms**

- a. Members will be appointed for a term of three years.
- b. Terms for the Chair and members are renewable with no limit to the number of renewals.
- c. Chair will be determined by the Dean.

### **D. Responsibilities**

- a. Work closely with the Curriculum Committee to seek input and vet ideas when assigned.
- b. Make recommendations to the Curriculum Committee on assessment issues related to clinical and foundational science curriculum.
- c. Advise on revisions and updates on assessment within clerkships and basic sciences.
- d. Prepare requested reports on aspects of assessment to the Curriculum Committee.
- e. Create ad-hoc task force groups to focus on in-depth assessment needs as determined by Curriculum Committee.

**E. Governance**

AEI meetings will be held monthly and will require a quorum.

- a. A quorum is defined as: 51% of voting membership in attendance.
- b. AEI minutes will require 51% of voting membership review and approval to be accepted.
- c. AEI proposals will require a vote of 51% of the voting to move forward to the Curriculum Committee as a recommendation.