

**Minutes**  
**Evaluation Subcommittee**  
**February 8, 2006**  
**R1-106**  
**12:00 p.m.**

Attendance: **Drs.** Duckworth, Kellner, Novak, Rarey, Romrell; Ms. Cooper and Ms. Karle **Staff** Marie Coleman (recording)

The objective of this meeting was to discuss the annual report the Evaluation Subcommittee submits to the Curriculum Committee. The report was submitted to the committee to review prior to the meeting. The subcommittee recommended that the structure of the graphs, of the individual courses and clerkships be arranged in the following order.:

- I Syllabus
- II Student Evaluation
- III Student Performance
- IV Assessment of Directors' Analysis
- V Overall composite of A, B, C, D

The recommendation from the committee received much discussion. The subcommittee suggested naming the document Subcommittee Assessment of Course and Clerkships. The subcommittee also suggested a different format for how the assessment was determined. The format for scoring is as follows:

- Exemplary
- Acceptable
- Marginal
- Non-compliant

The Curriculum Committee is responsible for enforcing the course/clerkships that are non-compliant. Dr. Rarey stated that it will take 2 meetings to give all of the information to the Curriculum Committee and the, members of the Evaluation Subcommittee are invited to attend the meetings.

Upon reviewing the AAMC Graduation Questionnaire, most of the courses/clerkships were rated at the national mean or better. The subcommittee thought these data were very good. The student evaluation data seemed to be pretty consistent.

Dr. Cendan from the Harrell Center will meet with the committee on March 8 to discuss PBE's.

Meeting was adjourned at 1:00 p.m.