

UME EXECUTIVE COMMITTEE SUMMARY

Date of Meeting

1. Course Identification Data

- 1.1 Course Name
- 1.2 Course Dates
- 1.3 Course Director/Co-directors
- 1.4 Student Reviewer
- 1.5 Faculty Reviewer

2. Highlights of Written Student Evaluations

- 2.1 Number of respondents
- 2.2 Features of the course positively evaluated
- 2.3 Features of the course negatively evaluated
- 2.4 Student suggestions for change

3. Highlights of Student Focus Groups

- 3.1 Number of participants
- 3.2 Expression of curricular themes
- 3.3 Integration of course with concurrent and prior courses
- 3.4 Evaluation of exams
- 3.5 Most positive features of course

4. Highlights of course director's summary

- 4.1 Overall student performance, with comparison to prior years
- 4.2 Areas of concern last year, and how they were addressed
- 4.3 Major teaching and learning methods used, with course director's evaluation of each
- 4.4 Formative and summative assessments used, with course director's evaluation of effectiveness
- 4.5 Summary of course director's evaluation of participating faculty
- 4.6 Expression of curricular themes
- 4.7 Features viewed most positively
- 4.8 Features viewed most negatively
- 4.9 Course director's plans for change in next academic year

5. Reviewer's Summary and Commentary

- 5.1 How well does course meet stated objectives?
- 5.2 How well does this course express curricular themes?
- 5.3 How well does this course integrate basic science and clinical medicine?

- 5.4 inconsistencies between student and course director evaluations
 - 5.5 Most positive features of course
 - 5.6 Features of course in need of improvement
 - 5.7 Reviewer's suggestions for change
 - 5.8 Other comments
- 6. USMLE sub-scores – 5 year trend**
(Data provided by OTLM)
- 7. Graduation questionnaire data – 5 year trend**
(Data provided by OTLM)
- 8. Year team summary**
- 8.1 Positive features
 - 8.2 Features in need of improvement
 - 8.3 How well does this course integrate with others in the time block?
 - 8.3 Improvement plan with resources needed and timeline
 - 8.4 Possible barriers to improvement
- 9. Summary of UME Executive Committee Discussion**
- 9.1 Narrative
 - 9.2 Quality Improvement Plan