Program Evaluation Subcommittee Policy

Purpose
This policy establishes the membership, purpose, and duties of the Program Evaluation Subcommittee within PMB.

Background
In striving to continuously improve the content and presentation of its graduate degree programs PMB requires continuous ongoing evaluation of its Graduate Program. Primary evaluations are carried out by the Graduate Program, the Graduate Affairs Committee (GAC), and various Subcommittees of the GAC (Doctoral, Masters, and Curriculum). An overarching committee can serve the functions of evaluating the effectiveness of continuous improvement procedures employed and identifying opportunities for further strengthening of the procedures. The committee can also assure that the pertinent and appropriate steps to maintain accreditation of the program are being met on a regular basis in the period between accreditation visits.

Committee Charter is to perform an annual systematic review of the graduate programs of the Department.

Membership
a. Members will be appointed by the Chair, PMB. Membership includes 5-7 faculty members and 1-2 students. Committee members will serve three-year appointments with overlapping periods of service to maintain continuity.
b. The Chair of the Subcommittee will be chosen from those members in their third year of service.
c. A deputy chair will be appointed from the members serving their second year; the deputy chair will serve as the chair-elect and serve in the absence of the chair.
d. Students will be selected by the student body.

Responsibilities
a. Review and evaluate the continuous improvement procedures used by the Graduate Program, GAC, and other GAC subcommittees on an annual basis.
b. Identify opportunities for further enhancement of program quality on an ongoing basis.
c. Review the performance of the Graduate Program with respect to maintaining records and following procedures required for accreditation on an annual basis.

Procedures
a. The Subcommittee will meet at least quarterly or at the call of the Chair.
b. The Subcommittee will review and make recommendations regarding annual reports of the Curriculum, Masters, and Doctoral Subcommittees of the GAC regarding continuous improvement activities during the preceding year, and plans for the coming year.
c. The Subcommittee will review and make recommendations regarding an annual report of the Graduate Program regarding continuous improvement activities during the preceding year, and plans for the coming year.
d. The Subcommittee will review procedures in place to maintain accreditation standards and make recommendations for change to the GAC on an annual basis.
e. Minutes will be created by the Subcommittee Chair promptly after each meeting and circulated to the Chair, GAC.

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