Evaluation is an essential process for ongoing monitoring of the curriculum content and the quality of teaching and student outcomes. To be meaningful, evaluation outcomes need to be acted upon to make improvements. This requires feeding back the data to stakeholders to “close the loop” on the evaluation cycle.

Evaluation is being carried out extensively throughout the Faculty, often to a high standard, these good practices should be extended more broadly and the data should be utilised. To maximise the effectiveness of course evaluation, a centralised coordinated approach will be required to capture and utilise all available information.

The Evaluation Committee is responsible to the Faculty Teaching and Learning Committee. The Evaluation Committee communicates and works with the following committees for the purpose of overseeing evaluation in the medical, dental science, podiatric medicine, nursing science, pharmacy and social work curricula:

- Medical Curriculum Committee
- MD Curriculum Content Committee
- Dental Curriculum Committee
- DMD Committee
- Podiatric Medicine Curriculum Committee
- Master of Nursing Science Curriculum Committee
- Pharmacy Curriculum Committee
- Social Work & Social Policy Curriculum Working Party

1. **Role of the Evaluation Committee**

   a. To develop and adopt a comprehensive and coordinated approach towards evaluation across the Faculty utilising an Evaluation Matrix identifying evaluation processes for a 5 year cycle.

   b. To undertake process, impact and outcome evaluation of the courses named above in the Faculty of Medicine, Dentistry and Health Sciences so as to facilitate in administrative decision making regarding the design of the curricula and monitor and evaluate the effect of curricular change on student experience of learning and attainment of learning outcomes.

   c. To facilitate and encourage the process of evaluation at individual unit level to increase understanding of teaching and learning.
d. To document collected evidence of evaluation and disseminate summarised results from evaluation activities to the Teaching and Learning Committee and to undergraduate and graduate Course level Curriculum Committees for Medicine, Podiatric Medicine, Nursing, Dental Science, Pharmacy and Social Work.

e. To facilitate, document and disseminate curriculum committee responses to evaluation data and if required make recommendations for future evaluation activities.

f. To liaise with the wider University Community on evaluation related areas.

g. To liaise with and compare evaluation processes with other Universities as required.

2. **Role of the Chair and Executive Officer**

   a. The Chair of the Committee reports directly to the Chair of the Faculty Teaching and Learning Committee on evaluation activities and highlights areas for consideration.

   b. The Chair of the Committee in consultation with the committee is responsible for planning evaluation activities and coordinating collection of evaluation data and reporting findings.

   c. Chair and Executive Officer are responsible for ensuring the rules for the operation of committees are followed including the appropriate recording of decisions and actions.

   d. Chair should ensure meetings are conducted fluently so that resolutions are clear and try to ensure the active participation by all members of the committee.

   e. Chairs and Executive Officer should meet to discuss the agenda, distribute the agenda 3 days prior to the meeting and record and disseminate the outcomes/minutes of the meeting within 10 business days.

3. **Role of the Membership**

   a. Members are required to conduct themselves in accordance with the University’s Code of Conduct and the University Committee Members’ Code of Conduct. [http://www.secretariat.uwa.edu.au/home/policies/commconst/university_committee_members_code_of_conduct](http://www.secretariat.uwa.edu.au/home/policies/commconst/university_committee_members_code_of_conduct)

   b. Members are required to participate actively in committee business and provide appropriate contributions to decision making.

   c. Members who represent constituents on a committee should make every attempt to canvass the views and opinion of that group to bring back to the discussion of the committee and report committee decisions back to their constituents.
d. Members facilitate the collection of evaluation information within their school or discipline, assist with documentation of findings, disseminate evaluation reports and gather relevant curriculum committee or school level responses to evaluation data.

e. Where a member’s attendance is not possible, a named proxy is required to attend in their absence with at least two days’ notice to the Chair and/or Executive Officer.

f. The Committee needs to have achieved quorum before decisions can be ratified.

4. Membership
   a. Chair of the Faculty Teaching and Learning Committee
   b. One Academic representative from each School of the Faculty
   c. One Academic representative from Podiatric Medicine
   d. One Academic representative from Nursing Science
   e. One Academic representative from Pharmacy
   f. One academic representative from Social Work & Social Policy
   g. One student representative (Medicine)
   h. One student representative (Dental Science)
   i. One student representative (Podiatric Medicine)
   j. One student representative (Pharmacy)
   k. One student representative (Nursing Science)
   l. One student representative (Social Work/Social Policy)
   m. One Education Centre representative
   n. Education Centre Administration Officer (Executive Officer)
   o. One representative from the Centre for the Advancement of Teaching and Learning

Notes referring to membership

- Individual members may represent more than one committee
- The appointment of a Chair and Deputy Chair is to be determined by the Chair of the Faculty Teaching and Learning Committee on the recommendation of the Evaluation Committee
- The role of Chair will rotate usually every 2 years
- Meetings shall be held at least four times per year
- Student representatives to provide a report to the committee at each meeting
- One third of members present will constitute a quorum
- The committee can form smaller working groups to complete nominated tasks
• Minutes of committee meetings will be circulated to the Chair of the Teaching and Learning Committee, Medical Curriculum Committee, MD Curriculum Content Committee, Dental Curriculum Committee, DMD Committee, Podiatric Medicine Curriculum Committee, Master of Nursing Science Curriculum Committee, Pharmacy and Social Work curriculum groups and other committee Chairs as appropriate