

## **The Association of Faculties of Pharmacy of Canada**

**Name of Group:** Program evaluation / assessment Special interest group (SIG)

### Introduction

Numerous initiatives have been conducted by AFPC to contribute towards the development and implementation of a national strategy / approach on program evaluation / assessment. A recent initiative was to stage a national stakeholder workshop. The workshop objectives were as follows.

- To provide an environment for participants to communicate about program evaluation / assessment concepts, strategies, and initiatives.
- To increase participant knowledge and understanding of i) important evaluation / assessment principles and concepts; and ii) awareness about current faculty evaluation / assessment initiatives.
- To identify national program evaluation / assessment priorities AFPC could potentially support.

The following workshop group activities could not be addressed because of insufficient time.

- Organization / governance – This group will identify key organization / governance activities and create a “straw man” framework for organization / governance for a relevant and sustainable national program evaluation / assessment program. One organizational action identified in preliminary discussions is to create terms of reference and recruit members for a national special interest (SIG) group on program evaluation / assessment.
- Infrastructure – This group will identify and prioritize key program evaluation / assessment activities, tools and aides required to support a relevant and sustainable national program evaluation / assessment initiative. For example, AFPC completed the development of a program evaluation guide for use by faculties. Should this tool be further developed? Are activities such as ongoing faculty educational programs on program evaluation / assessment needed?
- Measurement - This group will examine the feasibility and outline a high level framework for planning and implementing a national initiative to collect data for key performance indicators that would be used by faculties to compare performance in selected domains. For example, can a short list of 15-30 highly relevant key performance indicators be established and maintained for faculties? What process would be used to determine the most relevant indicators?

At their October 6, 2013 the AFPC Council of Deans agreed to proceed with the organization and governance activity by establishing a program evaluation / assessment SIG, and identified members from each faculty to serve on the SIG.

The following is a draft of the SIG terms of reference.

## **DRAFT - Special Interest Group (SIG) Terms of Reference Program Evaluation / Assessment**

### **Purpose:**

Mission: The program evaluation / assessment SIG shall focus on, promote and address key issues related to program evaluation / assessment in pharmacy schools to ensure that programs are meeting and / or exceeding current and future needs and requirements.

Goal: To serve as a resource for pharmacy faculties and faculty members for helping them to address program evaluation / assessment issues.

### **Objectives:**

- To scan the environment and disseminate information about best program evaluation / assessment practices.
- To compile and maintain inventory of current shareable / shared program evaluation / assessment resources.
- To develop new program evaluation / assessment resources (e.g., guidance statements, tools and measures) for shared use.
- To identify and promote information exchange about program evaluation / assessment between leaders and innovators.
- To establish guidelines for program evaluation / assessment best practices.

### **Membership:**

Open to any AFPC member (per AFPC membership directory).

### **Term:**

The length of the term of office for individual members will be reviewed annually by the Council of Deans and Council of Faculties voting members.

### **Committee Remuneration:**

There is no remuneration for serving on the SIG. Contributions are expected to be “in kind”.

### **Decision Making:**

Wherever consensus is not possible, and where required, a vote may be called by the Chair. A two thirds majority will carry a motion.

### **Organization:**

Chair – sets agenda, presides at scheduled meetings of SIG, assigns charges and oversees SIG activities, and develops annual budget.

Vice-chair / secretary – assumes duty of Chair if required, and keeps minutes of meetings.

SIG subcommittees / work groups– at the discretion of the Chair, subcommittees or work groups may be created for routine or special purposes.

Communications – Email and teleconferences will be the primary means of communication.

**Meetings:**

The SIG will hold at least 1 annual meeting per year. Other meetings will be held at the call of the Chair. Meeting minutes should be prepared and distributed to the Executive Director.

**Reports:**

The SIG Chair will provide progress reports and an annual report to the Executive Director (e.g., current activities, implications to AFPC, recommendations, future activities). The reports will be disseminated to the Council of Faculties and Council of Deans for information and review.