Radiation Therapy Assessment & Evaluation Sub-Committee
of the Curriculum Committee
Terms of Reference

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Additions/deletions for Approval:

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Director, Radiation Therapy Program</th>
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<tbody>
<tr>
<td>Office of Administrative Responsibility:</td>
<td>Radiation Therapy Program, Department of Oncology</td>
</tr>
<tr>
<td>Approver:</td>
<td>RADTH Curriculum Committee</td>
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<td>Reporting to:</td>
<td>RADTH Curriculum Committee</td>
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1) Overview:

The Radiation Therapy Program’s vision is to foster the development of radiation therapy students who are committed to excellence in professional practice and embody life-long learning. In keeping with this vision, the purpose of the Radiation Therapy Program Assessment & Evaluation Sub-Committee of the Curriculum Committee is

a) To provide oversight of the radiation therapy assessment and evaluation methodology, processes and procedures to be in alignment with the program curriculum and to ensure that it is managed, reviewed, resourced and revised in a coherent and coordinated manner.

b) To ensure the radiation therapy assessment and evaluation methodology, processes and procedures meets or exceeds the educational standards for the Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT); the Canadian Association of Medical Radiation Technologists (CAMRT); and the Canadian Medical Association Conjoint Accreditation Services (CMA).

c) To ensure the radiation therapy assessment and evaluation methodology, processes and procedures meets program outcomes and results in continuous quality improvement.

d) To adhere to procedures and policies as outlined by the University of Alberta and the Faculty of Medicine & Dentistry.
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2) Authority:
All academic programs at the University of Alberta operate under the overarching authority of General Faculties Council (GFC) which then delegates authority through faculty councils to individual departmental operations committees. The Radiation Therapy Program Assessment & Evaluation Sub-Committee has been assigned authority by The Radiation Therapy Program Curriculum Committee (RADTHCC) to oversee the overall design, management and implementation of a coherent and coordinated assessment & evaluation within the Program.

3) Policy:
a) Responsibilities of this Committee:
i. Oversight for the overarching assessment and evaluation for overall program curriculum so that assessments and evaluation are valid, fair and defensible and that they align with the program curriculum.
ii. To ensure that emerging trends in evaluation and assessment methodologies are considered; reviewing literature defining the scope of current evidence-based practices for assessment & evaluation.
iii. To ensure that systems and technologies recommended for adoption are appropriate, considering feasibility, reliability and resourcing implications. A periodic review of adopted systems and technologies will ensure that these resources are managed, reviewed, and revised in a coherent and coordinated manner.
iv. To provide oversight in the selection, control and maintenance of a program-level exam bank.
v. To ensure the undergraduate Radiation Therapy Program’s evaluation methodologies conform to the curriculum and program needs and support the standards specified for maintaining accreditation. Evaluations may include:

   a) student course evaluations
   b) student preceptor (learning mentors) evaluations
   c) student clinical site / rotation evaluations
   d) preceptor assessment of students -non CCID users
   e) graduate surveys
   f) employer surveys
   g) alumni surveys
   h) program exit surveys
   i) Idea focus group data
   j) CAMRT examination results
   k) CMA Accreditation reports
   l) Etc.

vi. The development of policies and procedures for assessment and evaluation that are aligned with the faculty and university polices and ensure the program’s attainment/maintenance of accreditation standards.

vii. Monitor the health of the program by the analysis and review of various forms of feedback and evaluation on curriculum and student learning outcomes including, but not limited to:
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a) Student course evaluations
b) Course evaluations by course coordinators
c) CAMRT examination results
d) Student exit surveys
e) Student interviews and focus groups
f) Surveys of alumni
g) CMA Accreditation reports
h) Employer survey results
i) Various types of program survey results

i. Out of scope for this committee will be the review of instructor evaluation. Aggregate data on feedback of instruction is admissible provided anonymity of individual instructors is not compromised

b) Decision Making Process:

Decisions on all matters that relate to assessment and evaluation will be approved first by the committee and then forward for approval by the RADTH Curriculum Committee.

c) Membership and Voting:

The membership will reflect the structure of the curriculum, its administrative support and need for student input. (10 member committee).

(1) Ex-Officio Members (non-voting)
   (a) Chair, Department of Oncology, Faculty of Medicine & Dentistry
   (b) Chair, RADTH Curriculum Committee
   (c) Director, Psychometrics, Department of Dentistry

(2) Ex-Officio Members (voting)
   (a) Director, Radiation Therapy Program
   (b) Director, Academic Program Development
   (c) Teaching & Learning Specialist, Radiation Therapy Program

(3) Appointed Members (up to 4 voting) Appointed by the Director, RT Program Chair
   (a) Radiation Therapy Physicists – one (1) appointed representatives
   (b) Radiation Therapists –two (2) full-time Radiation Therapy Faculty members - one
      (1) didactic, one (1) clinical
   (c) Administrative (non-voting)
      i. Project Administrator, Radiation Therapy Program (Ad hoc)
      ii. Chair (Voting – in case of tie)
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d) Meeting Schedule and Procedural Issues:

i. The committee will meet twice per year between September and June.

ii. Additional meetings may be called at the discretion of the chair.

iii. Agenda and meeting materials will be circulated prior to each meeting.

iv. Minutes will be kept and circulated before each meeting with final approval during the meeting.

v. The chair only votes in the event of a tie.

vi. Quorum is 50% of attendance of the voting members, plus the chair. The chair may invite non-committee members of staff and faculty to address specific issues; these guests are non-voting.

vii. The Committee may have the ability to invite to meetings, on an ad-hoc basis, any person whose advice may advance the Committee’s objectives.

viii. Members are expected to attend all regularly scheduled meetings when not involved in student contact activities.

ix. Reports on committee attendance will be sent to Director, Radiation Therapy Program in May and November for use in annual review.

x. The Terms of Reference of this committee will be reviewed annually.

4) Definitions

| Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. |
|---|---|
| **CAMRT** | Canadian Association of Medical Radiation Technologists |
| **CMA** | Canadian Medical Association |
| **ACMDTT** | Alberta College of Medical Diagnostic and Therapeutic Technologists |
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Draft RADTH Governance
June 18, 2015