**Program Evaluation Committee (PEC) Meeting Minutes**

**Program Name**

**Date and time of meeting**

**Location of meeting**

**Approved by: \_\_\_\_\_\_(signature of committee chair)\_\_\_\_\_\_**

**Chair of Committee Name**

| **Topic** | **Discussion/Conclusion** | **Recommendations** | **Follow-up****(timeline and by whom)** |
| --- | --- | --- | --- |
| **Call to Order and Roll Call** | Meeting was called to order.Roll call was taken. Committee members present include:  |  |  |
| **Approval of Previous Meeting Minutes** | Previous meeting minutes were reviewed and approved. |  |  |
| **Reminder of PEC Responsibilities,** effective 7/1/2023 | V.C.1.b).(1) review of the program’s self-determined goals and progress toward meeting them; (Core) V.C.1.b).(2) guiding ongoing program improvement, including development of new goals, based upon outcomes; and, (Core) V.C.1.b).(3) review of the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program’s mission and aims. (Core) |  |  |
| **Review and Discussion** | At minimum, the committee should consider the following in its annual evaluation of the program; add any additional items reviewed by the committee:* Outcomes from prior APEs;
	+ - * Aggregate resident/fellow and faculty written evaluations of the program; and,
			* Program’s mission and aims, strengths, areas for improvement, and threats;
			* Curriculum;
			* ACGME letters of notification, including citations, areas for improvement, and comments;
			* Quality and safety of patient care;
			* Clinical learning and working environment at each participating site;
			* Aggregate resident/fellow and faculty well-being;
			* Recruitment and retention;
			* Workforce diversity, including graduate medical education staff and other relevant academic community members;
			* Engagement in quality improvement and patient safety;
			* Scholarly activity;
			* ACGME Resident and Faculty Survey results;
			* Aggregate resident/fellow Milestone evaluations;
			* Achievement on in-training examinations;
			* Board pass and certification rates;
			* Graduate performance; and,
			* Aggregate faculty evaluation and professional development.
 |  |  |
| **Outcomes from prior APEs** (progress on action plans) |  |  |  |
| **Aggregate resident/fellow and faculty written evaluations of the program** |  |  |  |
| **Mission and aims, strengths, areas for improvement, and threats** |  |  |  |
| **Curriculum (**goals and objectives, conferences, block schedules showing presence of other learners) |  |  |  |
| **ACGME letters of notification**, including citations, areas for improvement, and comments |  |  |  |
| **Quality and Safety of Patient Care**  |  |  |  |
| **Clinical Learning and Working Environment at Each Participating Site** (rotation and participating site evaluations) |  |  |  |
| **Aggregate Resident and Faculty: Well-Being** (results of most recent KCU wellness survey and ACGME Well-Being Survey) |  |  |  |
| **Recruitment and retention** |  |  |   |
| **Workforce diversity**, including graduate medical education staff and other relevant academic community members; |  |  |  |
| **Engagement in Quality Improvement and Patient Safety**  |  |  |  |
| **Scholarly Activity**  |  |  |  |
| **ACGME Survey Results**  |  |  |  |
| **Aggregate resident/fellow Milestone evaluations** |  |  |  |
| **Achievement on In-Training Exams** |  |  |  |
| **Board Pass and Certification Rates** |  |  |  |
| **Graduate Performance**  |  |  |  |
| **Aggregate Faculty: Evaluation and professional development** |  |  |  |
| **Program’s Mission and Aims** |  |  |  |
| **Program’s Strengths** |  |  |  |
| **Program’s Areas for Improvement** |  |  |  |
| **Program’s Threats** |  |  |  |
| **Action Plan Development** |  |  |  |
| **Adjournment** | With no further business or discussion, meeting was adjourned. |  |  |

Minutes taken by: