**Program Evaluation Committee (PEC) Agenda**

**Program Name**

**Date and time of meeting**

**Location of meeting**

1. Roll Call (at a minimum, PD or APD, two faculty members, and one resident must be in attendance to achieve quorum)
2. Approval of Previous Meeting Minutes
3. Reminder of PEC Responsibilities:
   * Acting as an advisor to the program director, through program oversight; Has this been dropped from requirements?
   * Reviewing the program’s self-determined goals progress toward meeting them;
   * Guiding ongoing program improvement, including development of new goals, based upon outcomes; and,
   * Reviewing the current operating environment to identify strengths, challenges, opportunities, and threats as related to the program’s mission and aims
4. Review and Discussion (at minimum, the committee should consider the following in its annual evaluation of the program; add any additional items appropriate to your program):
   * + - Outcomes from prior APEs KEEP OR DROP?
       - Aggregate resident/fellow and faculty written evaluations of the program; and,
       - Program’s mission and aims, strengths, areas for improvement, and threats; MOVE TO END?
       - 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.
5. Action Plan Development
6. Adjournment