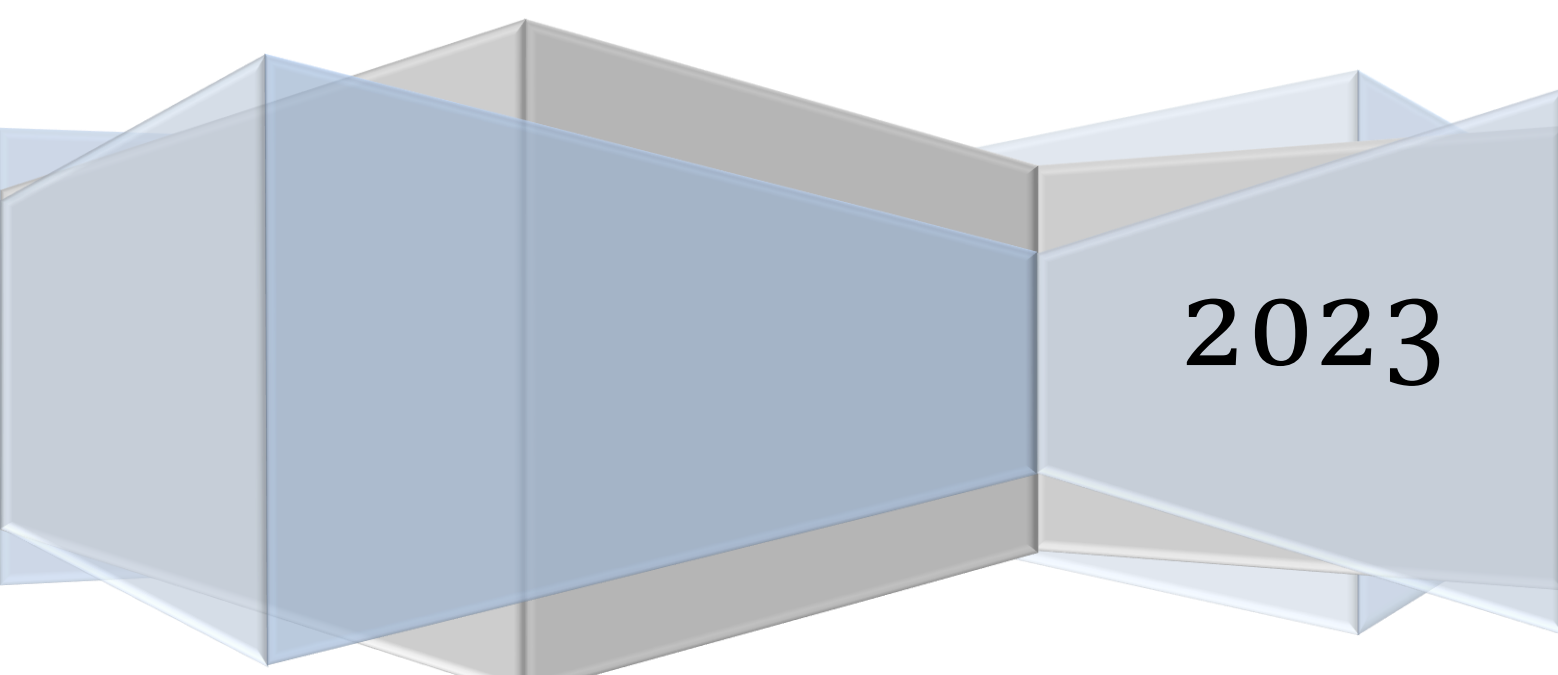


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Assessment Committee-SOMAC (created January 2016; revised
December 2016, revised July 2017, revised Jan 2019, revised April 2023)

Koç University School of Medicine Assessment Committee SOMAC OPERATIONAL GUIDELINES



2023

Operational Guidelines

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1. Introduction and Definitions

Koç University School of Medicine Assessment Committee (hereinafter referred to as “SOMAC”) was created to provide leadership, support and review of the academic assessment processes at the Koç University School of Medicine (KUSOM).

SOMAC Operational Guidelines have been developed to help the members of the committee establish goals and understand their responsibilities within this organization. In addition, these guidelines will serve to provide continuity through changing leadership and membership of the SOMAC. It will also help all faculty and the students understand the structure and the objectives of SOMAC.

2. Committee Mission

The principle mission of SOMAC is to provide the best learning environment in KUSOM through effective assessment. This mission will be accomplished through continuous quality management. SOMAC shall monitor and improve the validity of the exams in terms of the educational triad (learning objectives, teaching format, assessment type). SOMAC will also ensure that assessment is fair, the question formats are appropriate, and the exams are reliable. The main objective of SOMAC is to work with the other KUSOM faculty to create valid, reliable and fair assessment strategies and methods with the goal of improving student learning.

3. Committee Role and Responsibilities

SOMAC’s role is to implement quality management of all examinations, and to take all the necessary operational steps to inform, engage, and empower the faculty for improvement. The Committee serves in a reviewer and consultative role, supporting the faculty in their efforts, and review and improve their assessments. The committee is charged with developing specific monitoring conditions, benchmarks and thresholds, as well as remediation strategies when such benchmarks or thresholds are not reached. The Committee has developed a revised set of quality assurance parameters for each of the assessment strategy used in KUSOM, and aims to provide clear parameters to monitor assessment activities for both faculty members and students.

SOMAC reports periodically to the Vice Dean for Education and to the Dean’s office, and also provides annual reports to the faculty and students at large.

The revised Scope of Work of the Committee is presented below:

- 1. Evaluate the content validity, format, and reliability of all assessment tools used in preclinical and clinical examinations**
- 2. Provide a continuous quality management process for student assessment and present feedback to the Curriculum Committee**
- 3. Provide information and tools for faculty assessment.**

4. **Monitor and improve question bank development efforts as well as other assessment evaluation software. Initiate an effort to create an assessment database.**
5. **Inform the students about the procedure and assessment of the exams. Provide an open communication between students and the leadership. Ensure student feedback on all assessment strategies**
6. **Develop or establish assessment tools for all competencies including professionalism, communications skills, problem-based learning, systems-based practice, and patient care.**
7. **Promote formative assessment strategies and ensure multiplicity in assessment of students at every level.**
8. **Present annual report to the leadership for improvements, revisions and format adoptions that will increase the value of assessment as a learning tool.**

4. Committee Structure / Composition

All KUSOM faculty members are eligible to serve as members of the SOMAC, and the acceptance of membership to the committee constitutes acceptance of the mission and the guidelines of the SOMAC.

There are no special eligibility requirements other than the willingness to serve.

The Committee is composed of a committee chair and not more than 15 regular members (excluding subcommittee members), who are active faculty members and up to two (2) student members. Regular members are obliged to attend at least one third of the annual meetings and have the right to propose amendments to the guidelines. Regular members can also participate in other subcommittees and act as SOMAC representatives

The regular term for committee membership is 3 years. Members who have completed their term can be reappointed by the Dean's office.

a. **Coordination Group**

There will be a coordination group selected by the Dean's office that will provide coordination between the committee and other committees at KUSOM. The coordination group shall be composed of the committee chair and two other members selected by the Vice Dean for Education. The main responsibility of the coordination group is to provide leadership, and communication between the committee and other entities in KUSOM or the university. The coordination group also designates the chairs of subcommittees. The final reports and the annual report are composed by the coordination group and distributed as in article 6. In addition, the coordination group is charged with making decisions for emergencies for which arrangement of a

- committee meeting is not feasible.
- b. Subcommittees
- i. Test Material Development Subcommittee (TMDS)
1. TMDS Role and Responsibilities
- a. Establish standards and specifications for written and structured oral test material
 - b. Select and modify appropriate test material that will be incorporated into Question Bank
 - c. Develop or acquire educational material for faculty for constructing valid, reliable and appropriate questions
 - d. Confirm validity and reliability of questions and threshold for questions appropriate for question bank
 - e. Ensure presence and acquisition of sufficient test material for all disciplines
 - f. Report to the SOMAC chair
2. TMDS Membership
- a. TMDS members are selected from active and adjunct faculty of School of Medicine
 - b. Non-faculty members can be appointed with the recommendations of SOMAC chair and approval of the Dean of School of Medicine
 - c. Membership rules of SOMAC also applies to the subcommittee membership
- ii. Assessment Committee Communication and Education Subcommittee (ACCES)
1. ACCES Role and Responsibilities
- a. Execute TASK VII on behalf of SOMAC: Inform the students about the procedure and assessment of the exams. Provide an open communication between students and the leadership
 - b. Execute TASK VIII: Evaluate the students' feedbacks on the exams, and ensure the feedback is evaluated by the leadership
 - c. Develop and implement procedures to obtain and provide feedback from students for each block/rotation.
 - d. Provide feedback to students, faculty and block coordinators.
 - e. Organize educational programs for faculty, and students
2. ACCES Membership
- a. ACCES members are selected from active and adjunct faculty of School of Medicine
 - b. Non-faculty members can be appointed to ACCES with the recommendations of SOMAC chair and approval of the Dean of School of Medicine
 - c. Membership rules of SOMAC also applies to the subcommittee membership

c. Ex-Officio Membership

Any number of faculty members or officers can be assigned as ex-officio members to the committee. *Ex-officio* members of the Committee will not have voting rights with no attendance obligation. There may be unlimited numbers of *ex-officio* members with advisory capacity to inform, educate or advise SOMAC.

Ex-officio members can be recommended by the Dean's office, Vice Deans, or the Committee chair for a defined period not to exceed term limits of committee membership (3 years).

The Dean of KUSOM, Vice Deans, and Assistant Dean as well as any number of officers from the Deans' office are permanent *ex-officio* members of SOMAC with no attendance obligation.

One of the ex-officio staff members from the Dean's office will be present at the SOMAC meetings and will be charged with recording the attendance and meeting minutes, and with distributing the records to members.

d. Temporary Participants

Non-members of the committee can participate in the meetings or activities at the request of the coordination group or members with the unanimous consent of the SOMAC members.

Temporary participants are not considered *ex-officio* members and their presence is consented for only one meeting/activity of the committee.

e. Meetings of the Committee

The committee will have a minimum of 2 formal meetings per annum, one of which will take place during the weekly meetings of the KUSOM Deans.

Each formal meeting of the committee will follow the Robert's Rules of Order (www.robertsrules.com) in order of business and conduct.

Each regular member of the committee will have one vote, including the coordination group. All votes will be recorded by the *ex-officio* staff member of the SOMAC.

Decisions of the SOMAC will be made by a majority vote of those present at the meeting.

Irregular meetings of the committee will be called by the coordination group at least one week prior to the planned date of such meeting. Such meetings can also be requested by the Dean's office.

Participation of the majority of the SOMAC members is required for a meeting in which voting is needed. No voting will take place in meetings where a majority presence cannot be provided.

In urgent cases where a meeting of the SOMAC cannot be organized or the majority cannot be established, the coordination group will render an opinion on behalf of the SOMAC and in consultation with the members present.

5. Coordination of Duties and Responsibilities

- a. The coordination group and SOMAC members are responsible for the execution of the operational plan and to propose actions and remediation to the Deans.
- b. The coordination of these duties is the responsibility of the coordination group, and each member is required to take on at least one task during the term they serve in the SOMAC. SOMAC's task duration is three-year term.
- c. The coordination group and the members of the committee are expected to attend the meetings and teleconferences of the SOMAC, and should be expected to complete the tasks and duties they are given within the stated and expected time frame.
- d. Members are nominated based on their ability to serve the committee. It is desirable that members possess technical skills and experience in medical education and assessment methods.

6. Reporting

- a. SOMAC is responsible from regularly reporting its activities to the Deans.
- b. Official report of the written, oral and OSCEs will be prepared by the SOMAC member assigned to the block with the help of the block coordinators
- c. Reports received from the block coordinators after the written, oral and OSCE will be evaluated by SOMAC Coordination Group. A report for each block exams will be prepared by the Coordination group and will be submitted to the Dean's Office. Copies of the report will also be sent to block or year coordinators. SOMAC Coordination Group reports will be written in English and may be translated to Turkish for archival purposes.
- d. Periodic official reports will be prepared by the coordination group to the Deans' Office for each block. Annual report will be generated by the Coordination Group in English and in Turkish and will be submitted to the Dean's Office and copies will be sent to department directors. Copies of the annual report of the committee will be available to all faculty, and may be sent to any committee upon request.

7. Revisions and Amendments

Revisions and additions to the guidelines can be proposed by any member, coordination group, or the Dean and Vice-Deans of KUSOM. The revisions will be drafted by the Coordination Group and submitted to the Dean's Office for approval. The revisions and amendments will go in effect on the date of approval by the Dean's office. Major changes of format and protocols will go into effect at the beginning of each academic year.

Submitted by

Özlem Yalçın

Ebru Çelik

Revised 17/04/2023

Current List of members of the Committee and Subcommittees

MEMBERS OF SOMAC (EFFECTIVE 2022-2023 ACADEMIC YEAR)

1. **Committee Administrative Assistant**

Serra Koçak Algül

2. **Coordination Group**

TUĞBA GÜRSOY, ÖZLEM YALÇIN, EBRU ÇELİK

3. **Regular members with attendance obligation and voting rights:**

BÜLENT AHISHALI
SELÇUK SÜRÜCÜ
İLKER EREN
UMUT ALTUNOĞLU
SİNEM EZGİ GÜLMEZ
ZEYNEP SEDA UYAN
SELÇUK SÜRÜCÜ
HALE YAPICI ESER
NİLÜFER ALPAY KANITEZ
SERÇİN KARAHÜSEYİNOĞLU
ÜMİT DİLBER MUTLU
UMUT ALTUNOĞLU
İLKE ALİ GÜRSES
SAFİYE ÇAVDAR
HALE YAPICI ESER
ÖZDEN TAŞKIRAN
ZEYNEP SEDA UYAN
BÜLENT AHISHALI
NİLÜFER ALPAY KANITEZ
EZGİ TUNA ERDOĞAN
EMRE ÖZORAN
ÜMİT DİLBER MUTLU
EZGİ TUNA ERDOĞAN
EMEL GÖNEN BAŞ
BANU OFLAZ SÖZMEN
DİLEK URAL
İLKER EREN
ARZU RUACAN
ÖZDEN TAŞKIRAN
İLKE ALİ GÜRSES
SİBEL SAKARYA
SAFİYE ÇAVDAR
EMEL GÖNEN BAŞ
BANU OFLAZ SÖZMEN
YASEMİN BÖLÜKBAŞI
DİLEK URAL

4. Subcommittees

a. TMDS

Chair: SERÇİN KARAHÜSEYİNOĞLU, NİLÜFER ALPAY KANITEZ

SELÇUK SÜRÜCÜ
SİNEM EZGİ GÜLMEZ
ÜMİT DİLBER MUTLU
EMRE ÖZORAN
ZEYNEP SEDA UYAN

b. ACCESS subcommittee

Chair: KEMAL KUŞÇU

İLKE ALİ GÜRSES
BANU OFLAZ SÖZMEN
ENES KARAKAYA (STUDENT)
SİNEM OĞUZ (STUDENT)
AYLİN BAŞKAN (STUDENT)