

CBGF Assessment Committee Policies and Procedures

Goals

The goal of the Assessment Committee is to develop a robust method of assessment of fellow progress throughout his/her fellowship, and to monitor program evaluations.

Charge of the Assessment Committee

1. Develop, test, or evaluate means of assessment of cognitive, technical, and clinical skill of the fellows in CBGF programs.
2. Align the assessment tool(s) with the established CBGF educational objectives. In this, the Assessment Committee will create and re-evaluate a set of “milestones” for the fellowship training.
3. Semi-annual review of program and faculty evaluations to identify deficiencies in training or curricula with the goal of involving the education or site review committees to address such deficiencies.
4. Periodic review of the results of the assessment tool to assist with standardization of fellowship programs.

Selection, Composition and Size of the Committee

- A. Committee Chair: The Chair of the committee will be appointed by the CBGF President and approved by the Board for a one-year term. Preference will be given to individuals who have served on the Assessment Committee previously. The Chair can serve a maximum of three consecutive years in this position. Preference is given to individuals who possess an expertise or expansive knowledge of the committee’s activities.
- B. Committee Members: The President will serve on the committee ex-officio. Additional committee members are selected by the CBGF Board of Directors. Fellowship members (fellows, fellowship directors, or Board members) who are interested in participation may request to be appointed by the Board. Committee members are appointed annually and can serve a maximum of three consecutive years in their positions.
- C. Committee Size: The committee size may fluctuate depending on the amount of work the committee must accomplish. The committee Chair will ultimately decide to add or subtract membership as needed, as confirmed by the CBGF Board of Directors.

Committee Meetings

Committee meetings will mostly be held by phone conference or video call. It is recommended to meet no less than quarterly until a time when the committee’s goals are accomplished or deferred. The annual short- and long-term goals should be defined at the first meeting. To remain a committee member in good standing, attendance is required at 75% of meetings.

Financial Responsibility

Any needs for financial support must be submitted to and approved by the CBGF Board of Directors.

History of the CBGF Assessment Committee

The Assessment Committee was created and authorized in 2016.