

*Note to Team Secretary: You may choose to alter this template, to include adding, deleting, or rearranging the order of sessions, to achieve the best schedule for information gathering and report writing. If an element isn't in the schedule template, and if there are issues with the school's performance regarding that element, determine where to include it in the schedule. Replace or delete the highlighted areas before finalizing this document.*

**Name of School**  
**CHE Quality Assurance Review Survey**  
**Month #-#, 20##**

Quality Assessment Review survey visit to the insert school name on Month #-#, 20## by an ad hoc survey team representing the Council for Higher Education.

**Team Members**

**Team Chair**

Full Name, Degree  
Title  
School

**Team Secretary**

Full Name, Degree  
Title  
School

**Team Member**

Full Name, Degree  
Title  
School

**Team Member**

Full Name, Degree  
Title  
School

**Faculty Fellow**

Full Name, Degree  
Title  
School

**Visit Schedule**

**Sunday, Month #, 20##**

**TBD Team arrives in city** [insert hotel location and information if applicable.]

**TBD Team meeting** (optional; decision to be made by team chair and team secretary prior to the visit)

**Monday, Month #, 20##**

7:30 am **Team breakfast at school (or team breakfast with dean)**

8:00 am **Dean's perspective on the status of the medical school** [insert location]

*Topics for discussion include:*

- *Strengths and challenges of the school*
- *Reflections on changes since the last full survey, including class size expansion, campus development, and clinical partnerships*
- *Standard 2: Leadership and Administration*
- *Element 1.1: strategic planning and continuous quality improvement*
- *Element 4.1: sufficiency of faculty*
- *Element 5.1: adequacy of financial resources*
- *Element 5.2: dean's authority/resources*
- *Element 5.5: resources for clinical instruction*

Participants:

9:00 am **Educational program objectives, content, curriculum management, and evaluation** [insert location]

*Topics for discussion include:*

- *Standard 6: Competencies, Curricular Objectives, and Curricular Design*
- *Standard 7: Curricular Content*
- *Standard 8: Curriculum Management, Evaluation, and Enhancement*
- *Element 3.1: resident participation in medical student education*
- *Element 5.2: dean's authority/resources*

Participants:

10:30 am **Teaching, supervision, student assessment, student advancement** [insert location]

*Topics for discussion include:*

- *Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety*

Participants:

11:15 am **Tour of educational facilities**

*Topics for discussion include:*

- *Element 5.4: sufficiency of buildings and equipment*
- *Element 5.11: study/lounge/storage space*

Student tour leaders:

12:00 pm **Lunch with preclerkship students** [insert location]

*Topics for discussion include:*

<ul style="list-style-type: none"><li>• <i>the learning environment (3.5)</i></li><li>• <i>student mistreatment policies (3.6)</i></li><li>• <i>program and learning objectives (6.1)</i></li><li>• <i>self-directed and lifelong learning (6.3)</i></li><li>• <i>electives (6.5, 11.3)</i></li><li>• <i>service learning (6.6)</i></li><li>• <i>use of student input (8.5)</i></li><li>• <i>student time (8.8)</i></li><li>• <i>assessment of student learning (9.4)</i></li><li>• <i>narrative assessment (9.5)</i></li></ul>	<ul style="list-style-type: none"><li>• <i>formative and summative assessment (9.7, 9.8)</i></li><li>• <i>student advancement and appeal process (9.9)</i></li><li>• <i>academic advising (11.1)</i></li><li>• <i>career advising (11.2)</i></li><li>• <i>access to educational records (11.6)</i></li><li>• <i>debt management counseling and financial aid (12.1)</i></li><li>• <i>personal counseling and well-being programs (12.3)</i></li><li>• <i>health services (12.4, 12.5, 12.6)</i></li><li>• <i>infection control education and counseling (12.7, 12.8)</i></li></ul>
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Participants:

1:15 pm **Medical school finances** [insert location]

*Topics for discussion include:*

- *Element 5.1: adequacy of financial resources*
- *Element 5.3: pressures for self-financing*

Participants:

2:15 pm **Break**

2:30 pm **Meetings with (selected) preclerkship course directors** [insert location]

*Topics for discussion include:*

- *Element 3.6: student mistreatment*
- *Element 5.4: sufficiency of buildings and equipment*
- *Element 6.3: self-directed and life-long learning*
- *Element 9.5: narrative assessment*
- *Element 9.7: formative assessment and feedback*

Participants:

3:30 pm **Meetings with (selected) clerkship directors** [insert location]

*Topics for discussion include:*

- *Element 3.6: student mistreatment*
- *Element 5.5: resources for clinical instruction*
- *Element 9.1: preparation of resident and non-faculty instructors*
- *Element 9.3: clinical supervision of medical students*
- *Element 9.4: direct observation of core clinical skills*
- *Element 9.8: fair and timely summative assessment*

Participants:

4:30 pm **Teams leaves school**

TBD **Team dinner**

**Tuesday, Month #, 20##**

7:30 am **Breakfast with residents** [insert location]

*Topics for discussion include:*

- *Element 3.6: student mistreatment*
- *Element 9.1: resident preparation for teaching*
- *Element 9.3: clinical supervision of medical students*

Participants:

8:30 am **Admissions and student selection/Financial counseling**

[insert location]

*Topics for discussion include:*

- *Standard 10: Medical Student Selection, Assignment, and Progress*
- *Element 12.1: financial counseling/student educational debt*

Participants:

9:30 am **Academic, career, and personal counseling/Student health** [insert location]

*Topics for discussion include:*

- *Standard 11: Medical Student Support, Career Advising, and Educational Records*
- *Element 12.3: student counseling/well-being programs*
- *Element 12.4: student access to health care services*
- *Element 12.5: providers of student health services/location of student health records*
- *Element 12.6: student access to health and disability insurance*
- *Element 12.7: immunization guidelines*
- *Element 12.8: student exposure policies/procedures*

Participants:

10:30 am Break

10:45 am **Institutional diversity** [insert location]

*Topics for discussion include:*

- *Element 3.3: diversity/pipeline programs and partnerships*

Participants:

11:30 am **Learning environment and student mistreatment**

*Topics for discussion include:*

- *Element 3.5: learning environment/professionalism*
- *Element 3.6: student mistreatment*

Participants:

12:00 pm **Lunch with clerkship students** [insert location]

*Topics for discussion could include:*

<ul style="list-style-type: none"><li>• <i>the learning environment (3.5)</i></li><li>• <i>student mistreatment policies (3.6)</i></li><li>• <i>resources for clinical instruction (5.5)</i></li><li>• <i>clinical instructional facilities/informational resources (5.6)</i></li><li>• <i>program and learning objectives (6.1)</i></li><li>• <i>required clinical experiences (6.2)</i></li><li>• <i>electives (6.5, 11.3)</i></li><li>• <i>service learning (6.6)</i></li><li>• <i>use of student input (8.5)</i></li><li>• <i>student time (8.8)</i></li><li>• <i>resident teaching (9.1)</i></li><li>• <i>clinical supervision (9.3)</i></li></ul>	<ul style="list-style-type: none"><li>• <i>direct observation, assessment of student learning (9.4)</i></li><li>• <i>narrative assessment (9.5)</i></li><li>• <i>formative and summative assessment (9.7, 9.8)</i></li><li>• <i>student advancement and appeal process (9.9)</i></li><li>• <i>academic advising (11.1)</i></li><li>• <i>career advising (11.2)</i></li><li>• <i>access to academic records (11.6)</i></li><li>• <i>debt management counseling and financial aid (12.1)</i></li><li>• <i>personal counseling and well-being programs (12.3)</i></li><li>• <i>health services (12.4, 12.5, 12.6)</i></li><li>• <i>infection control education and counseling (12.7, 12.8)</i></li></ul>
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Participants:

1:15 pm **Meeting with junior faculty** [insert location]

*Topics for discussion could include:*

- *Element 1.3: mechanisms for faculty participation*
- *Element 3.2: community of scholars/research opportunities*
- *Element 3.3: diversity*
- *Element 4.1: sufficiency of faculty*
- *Element 4.2: scholarly productivity*
- *Element 4.3: faculty appointment policies*
- *Element 4.4: feedback to faculty*
- *Element 4.5: faculty professional development*

Participants:

2:15 pm **Institutional faculty issues** [insert location]

*Topics for discussion include:*

- *Element 1.3: mechanisms for faculty participation*
- *Element 4.3: faculty appointment policies*
- *Element 4.4: feedback to faculty*
- *Element 4.5: faculty professional development*

Participants:

3:00 pm **Meeting with basic science department chairs** [insert location]

*Topics for discussion include:*

- *successes and ongoing challenges in administrative functioning of departments*
- *adequacy of resources for all missions - research, scholarship, teaching (3.2, 4.1, 4.2, 5.1, 5.2, 5.4)*
- *diversity (3.3)*
- *departmental support for faculty and graduate programs*
- *balancing of research and other academic demands on faculty*

Participants:

4:00 pm **Meeting with clinical chairs** [insert location]

*Topics for discussion include:*

- *successes and ongoing challenges in administrative functioning of departments*
- *adequacy of resources for all missions – clinical, research, scholarship, teaching (3.2, 4.1, 4.2, 5.1, 5.2, 5.4, 5.5, 5.6,)*
- *diversity (3.3)*
- *departmental support for faculty and residents*
- *balancing of clinical and other academic demands on faculty*

Participants:

5:00 pm **Team returns to hotel**

TBD **Team dinner**

**Wednesday, Month #, 20##**

8:00 am **Breakfast with senior leadership staff** (i.e., vice/associate deans) [insert location]

*Topics for discussion include:*

- *Element 1.1: strategic planning and continuous quality improvement*
- *Element 2.4: administrative staff*
- *Element 5.2: dean's authority/resources*

9:00 am **Research/Medical student research opportunities/Academic environment** [insert location]

*Topics for discussion include:*

- *Element 3.2: community of scholars/research opportunities*
- *Element 4.2: scholarly productivity*
- *Element 6.6: service learning*
- *Element 6.7: academic environment*

Participants:

10:00 am **Library/Information resources** [insert location]

*Topics for discussion include:*

- *Element 5.8: library resources/staff*
- *Element 5.9: information technology resources/staff*

Participants:

10:45 am **Team meets briefly with dean**

- summarize next steps (exit report to be emailed within 1 week after visit concludes)

11:00 am **Team departs**