

Council for Higher Education in Israel

**Glossary of Terms used in
Quality Assessment & Compliance with
Standards Processes**

Accreditation Notification

After the General Assembly of the Council for Higher Education (CHE) reaches a decision on the accreditation of an institution, the outcome is communicated to the institution.

The Advisory Committee for Medical Education (ACME)

The Advisory Committee for Medical Education (ACME) is a standing committee of CHE comprising senior Israeli medical educators and practicing physicians from hospitals and community/ambulatory clinics tasked with advising the Council on all aspects of medical education, including, among other things, reviewing and updating the Standards for Medical Education, evaluating Quality Assessment Reports by Survey Teams, advising in selecting members of International Committee of Experts/Survey Teams, assessing Survey Team recommendations, and producing an Compliance with Standards Report for submission to CHE.

Compliance with Standards Report or Compliance Report:

The Compliance with Standards Report is generated by the Advisory Committee for Medical Education (ACME) and submitted to the Quality Assurance Division (QAD) of CHE.

Faculty Lead (FL)

The Faculty Lead is appointed by the dean of the Institution and serves as the manager of a school's Self-Assessment Task Force. The FL should be a senior faculty member who is knowledgeable about the medical school and its educational program and familiar with the meaning and interpretation of the Standards of Medical Education and associated Elements.

CHE's General Assembly (GA)

The General Assembly is the authorized decision-making body of the Council for Higher Education.

CHE QA Review Coordinator

The staff member of CHE's QAD who is responsible for implementation of the QA Review, including, among other, coordination between QAD, the schools, and the Survey Team.

Data Collection Instrument (DCI)

The Data Collection Instrument (DCI) is part of the Institutional Self-Assessment (ISA) and contains all data supporting the Institution's responses to the ISA.

General Cross-Institutional Report on the State of Medical Education in Israel.

A General Report delivered to QAD by the Survey Team after completion of all individual Quality Assurance Reports that assesses of the state of medical education in Israel, with recommendations for improvement.

Institution Quality Assurance Coordinator (IQAC)

The designated permanent Quality Assurance Coordinator at each institution who provides guidance, support, and advice throughout the QA process. The IQAC is in continuous coordination with the CHE on matters of QA at the institution.

International Committee of Experts

The International Committee of Experts is assembled by the QAD to conduct the Site Visit and QA/Compliance Review of the medical school. Together with Israeli team members, this constitutes the Survey Team.

Institutional Self-Assessment (ISA) with included Data Collection Instrument (DCI)

The Institutional Self-Assessment is the self-assessment conducted by the medical school. The ISA is completed using the CHE Institutional Self-Assessment Template that itemizes each Standard of Medical Education and its associated Elements. Using the ISA, the school assesses its performance in each Element of each Standard. The ISA includes a narrative explanation for performance in each Element along with all supporting data.

Institutional Recommendation Report

A part of the Quality Assessment Report containing the Survey Team's recommendations to the Institution for the improvement of any aspect of the school's performance that arose (or did not arise) during their assessment of the school.

Preliminary Accreditation

Developing programs that have not yet received full accreditation by CHE are designated as holding Preliminary Accreditation.

Quality Assurance Report (QA Report)

The report presented to QAD by the Survey Team as part of a QA Review. The Quality Assurance Report includes the Survey Team's assessment of the Institution's Performance in Elements along with Recommendations for improvement of medical education at the school.

Quality Assurance Review or Quality Assurance and Compliance with Standards Review

The periodical visit and review of an institution by a Survey Team and subsequent Quality Assurance Report, Compliance with Standards Report, and Compliance decision of CHE.

Quality Assurance Review Committee or Survey Team

An independent committee of International and Israeli medical professionals tasked with reviewing a school's Self-Assessment Report, conducting a site visit, and preparing a Quality Assurance Report (QA Report).

QA Sub-committee

The Quality Assessment and Assurance Committee is a General Committee of CHE that offers recommendations to the General Assembly of the Council for Higher Education.

Quality Assurance Division (QAD)

The Quality Assurance Division (QAD) of CHE manages the Quality Assurance (QA) and Compliance with Standards process. This encompasses developing a plan of action for the system, implementing the periodic QA process, gathering data from institutions, recruiting and appointing experts for the International Committee of Experts and Survey Team, overseeing committee operations, presenting reports to the Council for Higher Education, tracking progress, and follow-up.

Remediation Report

The Remediation Report, submitted to the QAD by a school constitutes the institution's official response addressing the deficiencies noted in the Quality Assurance Report. The QAD selects expert reviewers to assess the Remediation Report and determines if the identified deficiencies have been resolved and to what extent.

Self-Assessment Task Force (SATF),

The team appointed by a medical school to implement the QA process. The SATF is headed by the Faculty Lead and includes, among others, qualified faculty, administrative personnel, and the IQAC.

Self-Assessment Report

The Self-Assessment Task Force reviews all documentation (e.g., ISA and supporting data, Student Survey Analysis) to make evidence-based determinations about performance in Standards and Elements. This analysis is the basis of the Self-Assessment report, which contains a description of institutional strengths, challenges related to performance in Elements, and strategies to address the specific identified challenges.

Shortened Accreditation Term

Where CHE has voted to advance the date of a survey visit, so that the program has a review in less than eight years if there are questions about the sustainability or quality of a program.

Survey Team Chair

The chairperson of the Survey Team.

Survey Team or Quality Assurance Review Committee

An independent committee of International and Israeli medical professionals tasked with reviewing a school's Self-Assessment Report, conducting a site visit, and preparing a Quality Assurance Report (QA Report).

Survey Team Secretary

The individual responsible for administration at the school of the QA process. This may be the Institution Quality Assurance Coordinator (IQAC) or his/her appointee. This person provides institutional administrative assistance to the Faculty Lead and Self-Assessment Task Force (STAF).

Student Survey Template

The Template that outlines the type of questions and data required from the students, from which the Student Survey Report is produced.

Student Survey Report

The Student Survey Report is produced from the results of the Student Survey Questionnaire that is distributed to all students in the school. It is based on all data collected and presented using the Student Survey Report Template. Once information is gathered, it is collated, summarized, and compiled into the Student Survey Report. The Student Survey Report is presented to the SATF to be considered with as part of the Institutional Self-Assessment.

Survey Team

The Team that conducts the visit to an Institution to conduct the QA Review. The Survey Team differs from the International Committee of Experts (ICE) in that it also includes the Israeli team members.