

**Version: Dec 2020**

APEC Training Centers of Excellence  
for Regulatory Science (CoEs)

**Assessment Plan**

**RHSC Training Center of Excellence (CoE) for Regulatory Science Assessment Plan**  
*Pursuant to Section IV.E.4. of the CoE Operating Model and Guidelines*

**Assessment Plan**

- Every 5 years, each CoE should compile the information outlined in the rubric below, in addition to the CoE’s reports to the RHSC from the previous 5 years and a summary of all student evaluations from the previous 5 years (the actual assessments shall be available upon request). If a CoE Host Institution has an endorsed CoE in multiple PWAs, the institution would compile and submit separate assessment packages for each CoE it hosts.
- Once compiled, the CoE Host Institution should send the assessment package(s) to the relevant PWA CoE Steering Committee(s). A **CoE Assessment Committee** composed of the PWA CoE Steering Committee members, RHSC Co-Chairs if not already included, LSIF Advisors, and CoE Coalition Co-Chairs should review the assessment package.
- If the assessment indicates that the program is not effective or not meeting the training objectives, the CoE Host Institution and PWA Steering Committee will collaborate to resolve the issues. If issues cannot be successfully resolved within a reasonable time (to be agreed upon by the parties), either party may choose to exit the MOU.
- CoE assessments should seek not only to monitor and evaluate performance, but also to inform strategic adjustments or adaptations to the CoE’s approach or programming, as well as the PWA and RHSC’s approach writ large (at scale).

**CoE Self-Assessment Rubric (Virtual and In-Person)**

S/N	Parameter	Sub-Parameters / Notes
<b>Quantitative Measures</b>		
1	Number of Workshops	<ul style="list-style-type: none"> <li>• Parameters (examples)               <ul style="list-style-type: none"> <li>○ By PWA</li> <li>○ In Total</li> <li>○ Frequency of Workshops</li> <li>○ By delivery medium (virtual or in-person)</li> </ul> </li> </ul> <p><i>Total number of training workshops held by the COE that is endorsed by APEC RHSC; was a minimal of two trainings held in the last 5 years?</i></p>
2	Number of Trainees/Students	<ul style="list-style-type: none"> <li>• Total Number per Workshop</li> <li>• Breakdown by Economy; number of economies (APEC, non-APEC)</li> <li>• Breakdown by organization type</li> <li>• Breakdown by years of experience</li> <li>• Total Number across all workshops (within a PWA, and across all PWAs)</li> </ul>
<b>Qualitative Measures (Scale 1-3; 1-dissatisfied and 3 satisfied)</b>		

S/N	Parameter	Sub-Parameters / Notes
1	Curriculum	<ul style="list-style-type: none"> <li>Effectiveness in meeting the training objectives and core curriculum as described in the PWA Roadmap</li> </ul>
2	Student/Trainee Satisfaction	<ul style="list-style-type: none"> <li>Percent of students/trainees who are satisfied with the training workshop held by the COE and endorsed by APEC RHSC</li> <li>Consider use of Net Promoter Score</li> </ul>
3	Faculty Satisfaction	<ul style="list-style-type: none"> <li>Percent of trainers who are satisfied with the training workshop held by the COE and endorsed by APEC RHSC</li> <li></li> </ul>
4	PWA Champion Satisfaction	<ul style="list-style-type: none"> <li>Based on the Sub-Parameters mentioned above, tailored from perspective of the PWA Champion</li> <li>Evaluation of training program by the PWA and PWA CoE Steering Committee</li> <li></li> </ul>
5	Quality of Faculty	<ul style="list-style-type: none"> <li>Biographies of faculty</li> </ul>
6	Lessons learned	<ul style="list-style-type: none"> <li>List lessons learned from CoE director and evaluation forms</li> </ul>
7	Follow-up post training (optional)	<ul style="list-style-type: none"> <li>What, if any, measures did the CoE use for follow-up post-training?</li> <li>Did CoE participants share the information learned with other members of their team?</li> </ul>