Pre-Clinical Course Director Responsibilities	SOP #: CC.005.03
Effective Date	9/22/2022
Last Revision/Review	4/14/203

1. Purpose

To define the responsibilities of Pre-Clinical Course Directors.

2. Related Policy/Authority

SOP #: PCE.023 Assignment of Faculty as Course Directors

FAF.007 Process for Faculty 1099 Contract

CC.002 Syllabi Review Process

3. Faculty/Staff Responsibilities

Responsibility of Course Director development and oversight lies jointly between the Office of Academic Affairs and the Curriculum Committee.

4. Definitions/Abbreviations

Course Director - The faculty member responsible for organizing (session sequence, content suitability, etc.) and delivering the logistical elements (exams, final grades, etc.) of a course

LMS – Refers to the LEO Learning Management System (LMS) currently utilized at the Burrell College of Osteopathic Medicine.

LPQ – Low Performing Question- Any exam question with a Difficulty Index falling below 0.50 (50%) will be identified as an LPQ

5. Procedural Steps

1. General Course Leadership and Representation
   1.1. Provide academic leadership for the course.
   1.2. Interface with other Course Directors to integrate and coordinate content across the curriculum.
   1.3. Represent the course on all related academic committees as needed.
   1.4. Course Directors are strongly encouraged to attend all Curriculum Committee meetings, especially when other Course Directors present their Course Reports, to help facilitate transparency and awareness across the curriculum.
   1.5. Effectively communicate course expectations and assessment structure to students.
2. Course Design
   2.1. Propose Course Objectives that map directly to the College Educational Programmatic Objectives (EPOs).
   2.2. Design course instructional strategies that will ensure all students achieve the same learning objectives.
   2.3. Assure that course faculty members provide session learning objectives that link directly to the course learning objectives and are mapped in the LMS.
   2.4. Coordinate timing of activities and related content with other courses, including overlapping longitudinal courses (i.e., OMM and PCP courses).

2.5. Prepare and communicate a weekly course plan that follows the approved weekly block calendar template that incorporates recommendations from Curriculum Committee if provided.

2.6. Adhere to the college's curriculum contact hours' guidelines.

2.7. Conduct pre/post-course stakeholder discussions to identify opportunities to improve course structure and outcomes. This includes seeking input from students and course faculty.

2.8. Prepare a course syllabus following the Curriculum Committee approved format.

2.9. Review course instructional materials to ensure that the material aligns with Course Objectives and provide feedback to course faculty members when necessary to help improve course structure and outcomes.

2.10. Responsible for providing final, validated list of textbooks to the library by predetermined deadline dates.

2.11. Any potential major action involving an individual faculty member's session material (e.g., removing or editing session materials) must involve the affected faculty member, the Chair of their academic department, and the office of Academic Affairs before any action is taken.

2.12. Document and communicate all curricular course changes to Curriculum Committee using the Curriculum Change Request Form, as described in SOP #CC.002: Syllabi Review Process.

3. Course Approval

3.1. Prepare, submit, and present required course materials annually to the Curriculum Committee. This includes the annual Course Report, proposed calendar and syllabi, and any associated Curriculum Change Request Forms, as described in Curriculum Committee SOP# CC.001.

4. Student Feedback and Assessment

4.1. Schedule time to meet with students on an as-needed basis regarding course questions and formative feedback.

4.2. Ensure that students are provided opportunities for both formative feedback (include but not limited to zero on low point quizzes), as well as summative feedback (high stakes exams or competencies) following the Assessment Policy (SOP #: PCE.020.03).

4.3. Work closely with the Testing Center, and the Office of Academic Affairs, to prepare high-stakes exams by the deadlines set forth by the Testing Center. This includes ensuring that responsible faculty submit vetted questions and review the draft exam.

4.4. Be available on test days to finalize LPQs within the timeline established by the Testing Center. LPQs not addressed by faculty within the timeline will be resolved jointly by the Course Director and the Office of Academic Affairs.

4.5. Determine final grades in consultation with the Office of Curriculum Effectiveness and Evaluation and ensure that end-of-course grades are finalized within one business day after the final exam.

4.6. Review and sign electronic "Top 10% letters" and place inside faculty-specific folder. Note: Executive Assistant in the Office of Academic Affairs will distribute letters to the Office of the Registrar.

4.7. Design and execute remediation plans for those students eligible for remediation as determined by Student Performance Committee. Provide guidance to remediating students on the remediation process and how best to prepare.

5. Course Evaluation

5.1. Provide input to the Office of Academic Affairs regarding course evaluation questions specific to the course and/or identification of individual faculty evaluations in consultation with each instructor's respective Department Chair.

5.2. Demonstrate prompt responsiveness to student feedback as needed.

5.3. Effectively communicate changes that have been made to an <u>on-going</u> course if necessitated in response to student feedback. The director must complete and submit a Curricular Change form to the Curriculum Committee documenting rationale for change and discuss these changes during the Post-Course presentation to the Curriculum Committee.

5.4. If the course involves small group teaching with multiple preceptors and or multiple sites, ensure that comparability data are collected and reviewed annually, and that data are used to drive changes that lead to comparability that is documented by Curriculum Committee.

5.5. Participate fully in all aspects of the regular course review process conducted by Curriculum Committee and any relevant ad hoc committees.

5.6. Establish annual course improvement goals that directly address concerns raised during the regular course review process by the Curriculum Committee as needed. Curriculum Committee recommendations may be based upon, but not limited to, concerns that arise from educational metrics, concerns regarding accreditation and/or failure to meet previous course performance improvement goals approved by the Curriculum Committee.

6. <u>Course Faculty</u>

6.1. Ensure that all who teach in the course do so in their area(s) of expertise and departmental designation.

6.2. Follow College procedures for identifying guest speakers (SOP#FAF.007). Process must be complete by April 1 for fall courses and September 1 for spring courses.

6.3. Work with Faculty Affairs to provide orientation and/or faculty development for course faculty as needed.

6.4. Share relevant course evaluation feedback with faculty and address concerns related to this feedback. The Department Chair may be included in discussions for course improvement.

6.5. Ensure that all course faculty who contribute in a substantive way to a student's grade in the course have obtained a faculty appointment through the office of Faculty Affairs.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Reviewed annually

8. Signature

Approved by	4/14/2023
Curriculum Committee Chair	Date

9. Distribution List

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
9/22/22	All	Took out references to Office of Pre-Clinical Education; added Office of Academic Affairs; other minor changes throughout		9/22/2022
10/6/22	2 and 4	Clarified final grade responsibility and requested list of textbooks		10/20/2022
3/28/23	4.5	Updated name change of dept. Added periods to be consistent throughout document.		4/14/2023