

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Course Review Process		SOP #: CC.001.00
Effective Date	8/28/19	
Last Revision/Review	8/28/19	

1. Purpose

To ensure timely dissemination/review/modification of course structure, assessment and outcomes by all interested parties. The presentation template will also provide consistency with respect to content presented during curriculum committee meetings. All required files must be submitted via email to: bcomcurriculum@bcommn.org. The administrative assistant for the curriculum committee will provide confirmation of receipt.

2. Related Policy/Authority

See Bylaws of the Burrell College of Osteopathic Medicine: Article 2 Section C. Curriculum Committee

3. Faculty/Staff Responsibilities

Course Director – develop and deliver course report presentation, course calendar, syllabus and a course update according to the timeline below. The course director will collaborate with department chairs regarding addition/modification of sessions associated with each department. These changes must be communicated to the Curriculum Committee for approval. The course director must provide a curricular change page demonstrating support by each department chair impacted by proposed changes (**See Curricular Change Signature Page**). The course director must submit an electronic version of syllabus with Syllabi Review Signature Page to the Curriculum Committee also (**See Syllabi Review SOP**).

Administrative Assistant for the Curriculum Committee - confirm receipt of the files and notify designated signatories of pending reviews.

Department Chairs: Review appendix included with Curricular Change Signature Page. Assign new session(s) to faculty members within his/her department. Confirm session changes with the instructor previously associated with the impacted session e.g. session duration, session learning objectives or sequence. Work with Course Director to resolve issue(s) associated with proposed changes. Provide signature on Curricular Change Signature Page to inform the Curriculum Committee of departmental support for changes.

Academic Administration:

- Assistant Dean of Student Assessment – Provide the Course Director with course outcome data slide(s)

5. Procedural Steps

1. Course Director must initiate course development/revision. This includes review/revision of calendar based upon previous outcomes and feedback from the Curriculum Committee and feedback encapsulated within course evaluations.

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2. The Course Director will also develop/modify a syllabus based upon intended curricular plans and include an assessment plan. The director will utilize the most current syllabus template approved by the curriculum committee. **(See SOP for Syllabi Review Process)**
3. Timeline:
 - a. Following final determination of grades, the Course Director will secure feedback and outcomes data from the office of Assistant Dean for Student Assessment.
 - b. The Course Director will have approximately sixty days from the last scheduled course day to develop and present a course review presentation to the Curriculum Committee.
 - c. Feedback from committee members and meeting participants will be provided to the Course Director to finalize course development following the initial presentation. The Course Director may schedule meetings independent of the Curriculum Committee after the preliminary presentation.
 - d. In the event of significant changes, the Course Director will circulate the Curricular Change Signature page to all Department Chairs impacted by requested changes. This form will be electronically signed and circulated by the Course Director at least 90 days prior to the final Curriculum Committee course presentation.
 - e. Approximately 60 days before the delivery of the course, the Course Director return to Curriculum Committee and provide a report on the finalized course plan (including a Curricular Change Signature page as needed), assessment structure and final approved syllabus.
4. The Course Presentation will include a review of the past course which provides the following information:
 - a. A reflection of changes implemented based upon feedback from the previous course review process. Any changes required by the Curriculum Committee must be accounted for by the Course Director at this time.
 - b. A graphical example of the past academic calendar should be provided to the committee.
 - c. An overview of the assessment methods should be provided
 - d. The Assistant Dean for Student Assessment will provide the Course Director with a slide detailing the course outcomes (Z-score adjustment data, number of remediation students, descriptive statistics for final grade outcomes and information pertaining to interventions initiated based upon the assessment outcomes during the course).
 - e. A summary of course feedback (% agree/Strongly Agree for each Likert Scaled item).
 - f. An overall reflection of course feedback should be provided as a prelude to proposed changes e.g. strengths weaknesses captured in evaluations, course outcomes, faculty feedback, and awareness of global curricular changes that the Course Director may be able to support.
 - g. A tentative proposed calendar will be included. The Course Director will use the most current Curriculum Committee approved block schedule calendar.
 - i. Creation of new sessions require the submission of new learning objectives for the curriculum committee to review.
 - ii. The director must report any shifts in content between courses.
 - iii. The Course Director must document past and proposed contact hours and assure the committee that proposed changes do not alter the credit hours for the course.

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5. The Course Director must submit the course presentation at least 10 business days before their scheduled presentation day. The Course Director will refer to the Curriculum Committee website to determine scheduled presentation date.
6. The Course Director will deliver their course presentation approximately 60 days following the final determination of grades to the Curriculum Committee.
7. Curriculum Committee Feedback Process - Feedback will be limited to the following:
 - i. what is valued
 - ii. exploratory questions
 - iii. what potential changes they would like to see
 - a. The voting members of Curriculum Committee will have opportunities for feedback.
 - b. The chair will open the floor to feedback from *ex officio* non-voting members.
8. The Course Director does not need to respond to feedback at the time of this course presentation. All committee feedback will be collated by the administrative assistant for the Curriculum Committee and provided to the Course Director following the meeting. Changes required by the Curriculum Committee may be specified at that conclusion of the presentation. The Course Director is expected to reflect on feedback and act in good faith to determine modifications based upon feedback. The Course Director may schedule interim meetings with interested parties prior to their return to Curriculum Committee to present their finalized course plan, calendar and syllabus.
9. At least 60 days prior to the delivery of the course, the Course Director will return to the Curriculum Committee to present the finalized course plan and syllabus. The Course Director will refer to the Curriculum Committee website to determine scheduled presentation date.
 - a. The Course Director must discuss changes implemented based upon feedback
 - b. The Course Director must demonstrate that all modifications were communicated to departments involved within the course. (See Curricular Change Signature Page). An appendix must include each new or modified session along with associated session learning objectives.
 - c. The Course Director must provide:
 - i. The completed Curricular Change Signature Page
 - ii. The finalized course syllabus for approval (**See SOP for Syllabi Review Process**)
10. Following Curriculum Committee approval, the Course Director will provide Academic Administration with the course syllabus and course calendar approved by the committee. These materials will be used to update LMS content by the appropriate curriculum coordinators.

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

See Curriculum Presentation Template

See Curricular Change Signature Page

See SOP for Syllabi Review SOP

7. Maintenance

8. Signature

Signature on File

David Rodenbaugh, Curriculum Committee Chair

8/28/19

Date

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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			