

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Medical Student Admissions Selections Committee</b>		<b>SOP #: AGC.002.02</b>
Effective Date	7/1/2020	
Last Revision/Review	8/17/2021	

### 1. Purpose

This SOP describes the composition and procedures selecting the Medical Student Admissions Selections Committee.

### 2. Related Policy/Authority

Burrell Bylaws – Section B 1 and B 2

<https://burrell.edu/about-bcom/governance/>

### 3. Faculty/Staff Responsibilities

Department Head of Enrollment Services

Chair of Medical Student Admissions Governance Council

### 4. Definitions/Abbreviations

MSAGC – Medical Student Admissions Governance Council

Selections Committee – Medical Students Admissions Selections Committee

### 5. Procedural Steps

Per BCOM Bylaw Section B2a - The MSAGC shall create one or more selection sub-councils to identify and nominate candidates for admission to the Doctor of Osteopathic Medicine degree program at the college. The composition and procedures of such sub-councils shall be determined by the MSAGC.

The Selections Committee is a sub-committee of MSAGC that will convened each year from the time there are applicants to select for admission until all selections have been made for that admissions cycle (typically September – April) each year.

Each year MSAGC will obtain a list of nominees for the Selections Committee from Faculty Council and will vote to approve the members of the Selections Committee.

The Selections Committee shall be comprised of 6 members – 3 basic science faculty and 3 clinical faculty/preceptors with at least one DO if possible. A minimum of two alternates may be designated as members of the Selections Committee from the nominations provided from Faculty Council to rotate on Selections as needed. The members of the Selections Committee will not be on the MSAGC except for

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the chair of the Selections Committee. Per BCOM Bylaw Section B1b - The chair(s) of any selections sub-councils appointed by the MSAGC chair shall be ex officio non-voting members of the MSAGC.

The Selections Committee recommend their chairperson each year. MSAGC will approve via vote.

A representative from the Office of Admissions (Director of Admissions, Assistant Director of Admissions or Department Head of Enrollment Services) will facilitate each meeting of the Selections Committee and will only vote on selection of applicants in case of a tie.

The MSAGC has the right to vote on and remove a member of the Selections Committee during the year if the Council determines it to be necessary.

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

### **7. Maintenance**

This procedure will be reviewed annually by the MSAGC prior to the start of the first interview of each admissions cycle. The Department Head of Enrollment Services is responsible for the updating of the SOP.

### **8. Signature**

Signature on File	8/17/2021
Department Head of Enrollment Services	Date

### **9. Distribution List**

External

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/1/2020	4	Addition of abbreviation Selections Committee	Update	
7/1/2020	5	Updated procedure to reflect receiving nominations and voting on nominations from Faculty Council as well as having an alternate on Selections if enough nominees are provided.	Update	
7/1/2020	7	Updated SOP to be reviewed prior to the first interview day (September) each year rather than prior to the new admissions cycle each year (May)	Update	
7/1/2021	3, 5, 7, and 8	Changed Executive Director of Enrollment Services to Department Head of Enrollment Services	Update	
8/17/2021	5	"Up to two alternates..." was changed to "A minimum of two alternates.."	Update	