

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Admissions Governance Council Meetings		SOP #: AGC.003.02
Effective Date	12/17/2019	
Last Revision/Review	7/1/2021	

1. Purpose

The purpose of these procedure is to provide topics and structure for meetings.

2. Related Policy/Authority

Burrell College Bylaws – Article II Section B: <https://burrell.edu/about-bcom/governance/>

3. Faculty/Staff Responsibilities

Medical Student Admissions Governance Council – Chair Person

Director of Admissions – Provide data and other information requested by MSAGC needed to make Admissions recommendations on policy and procedure

4. Definitions/Abbreviations

MSAGC – Medical Student Admissions Governance Council

5. Procedural Steps

The MSACG will meet a minimum of quarterly to address the needs of the Admissions policy and procedures.

January – Review and discuss interview policy and procedures and make recommendations to the Office of Enrollment Services

April – MSAGC members should submit request for cycle statistics and the Office of Enrollment Services to provide members with data for August and October’s meetings.

July – Select the upcoming years Medical Student Admissions Selections Committee members and review cycle statistics for the recently completed cycle and review National Student Clearinghouse Data to inform the recommended edits and changes needed in November’s meeting for the upcoming cycle.

October – Review minimal requirements for upcoming cycle to have recommended edits and changes ready for January and the publishing of the ChooseDO.org website and College Information Book in March. Review Admissions policy and procedures to have recommended edits and changes ready for the publishing of the upcoming years catalog.

Other meetings may be called during the year as needed.

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

7. Maintenance

This procedure will be reviewed annually by the MSAGC. The Department Head of Enrollment Services and/or the Chair of the MSAGC is responsible for the updating of the SOP.

8. Signature

Signature on File	7/1/2021
Department Head of Enrollment Services	Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
8/19/2020	5	Changed January procedures to November Added February meeting and procedures Modified procedures for August Added "National Student" Clearinghouse Data...	Update	
8/19/2020	7	Added the optional responsibility of the Chair of MSAGC	Update	
7/1/2021	5	Rearranged the order of the procedural steps and changed the months to match a quarterly schedule	Update	7/1/2021
7/1/2021	7 and 8	Changed Executive Director of Enrollment Services to Department Head of Enrollment Services	Update	7/1/2021

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