

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Course Review Process</b>		<b>SOP #: CC.001.01</b>
Effective Date	8/28/19	
Last Revision/Review	11/02/2021	

### 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: rmiskimin@burrell.edu (or Curriculum Committee AA), who will provide confirmation of receipt.

### 2. Related Policy/Authority

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

BCOM Policy: B6030 Curriculum of Instruction

### 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 Curriculum Change Request Form for any substantive change to the course (**See Curricular Change Request Form**). The course director must submit an electronic version of the most up-to-date syllabus. Syllabus template is available on the Curriculum Committee website or MS Teams.

**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 Request Form. 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. Sign Curriculum Change Request Form and comment on proposed changes affecting departmental faculty, which will be presented to the Curriculum Committee for review and approval.

**Assistant Dean of Evaluation and Assessment** – Provides the Course Director with course outcome data slide(s) to be included in the Course Review Report. Also responsible for reviewing assessment plan to ensure that it adheres to College policies and procedures.

**Office of Pre-Clinical Education** – Provides administrative oversight of the year 1 and year 2 curriculum and Learning Management System (LMS). Works with course directors to coordinate

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trans-curricular issues. Ensure that course plan adheres to College policies and procedures. Will also ensure that Course Directors receive access to Outlook calendars as soon as possible after the last day of their course. Ensure course plan matches contact hour and credit hour limits.

**Office of Clinical Education** – Provides administrative oversight of the year 3 and year 4 curriculum. Works with clerkship directors to coordinate trans-curricular issues. Is a signatory on any Curriculum Change Request Form affecting years 3 or 4.

**Executive Committee** – Approves the Academic calendar for fall and spring semesters by April 1 and September 1, respectively.

### 5. Procedural Steps

1. The AA of CC will initiate the course review process within 7 days after the end of a course by sending Course Director the Course Report Template, Syllabus template, Syllabus Review SOP and checklist, and deadlines for submitting these materials to the Curriculum Committee according to the schedule of Course Review Reports. A copy of the schedule of reviews for Course Directors will be sent to all Course Directors at the beginning of each semester for their planning purposes. It will include the date the packet is due to AA of CC and the date of presentation to the Curriculum Committee.
2. The Course Director will conduct a comprehensive review and develop a plan for the next academic year according to the following timeline:
  - a. Following final determination of grades, the Assistant Dean for Student Assessment will provide course outcomes and student feedback data to the Course Director and the voting members of the Curriculum Committee within 2 weeks after the last day of the course.
  - b. The Course Director will then undertake a comprehensive review and evaluation of the course, including student and faculty feedback, assessment outcomes, and prior feedback from the Curriculum Committee.
  - c. The Course Director must submit within **sixty days** from the last scheduled course day a complete course evaluation presentation, including a separate proposed calendar for the following academic year that incorporates feedback from student evaluations and course faculty meetings. The Curriculum Coordinator(s) will provide the Course Director with access to a planning calendar (i.e., “sandbox”) in Outlook and the Course Director will inform the Curriculum Coordinator(s) once they have completed a proposed calendar. The Curriculum Coordinator(s) will then use the “sandbox” calendar to update the LEO LMS calendar. A copy of the LEO calendar will be provided to the AA of the Curriculum Committee for presentation to the committee as part of their Course Review Report for review at the scheduled committee meeting.
  - d. The Course Director must submit a Curricular Change Request Form to the Curriculum Committee for all substantive changes. The Administrative Assistant will distribute the Curriculum Change Request Form for signature by all Department Chairs and/or Course Directors impacted by requested changes as well as the Assistant Dean for Pre-Clinical Education or the Associate Dean for Clinical Education, depending on the course affected. Each signatory may provide comments for the Curriculum Committee regarding the proposed change but failure to sign must not be used to prevent the Curriculum Committee from reviewing the form. This form will be submitted electronically after

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- review to the AA of CC for any needed revisions by CD. AA will notify CD of any needed changes. The CD will make revisions and return to AA of CC within 5 days of receiving notice of needed changes. It will then be included in the Course Report, which will include the proposed calendar and syllabus and be presented to the Curriculum Committee for review and approval.
- e. The Course Director will provide a report on the finalized course plan (including a Curricular Change Signature page as needed), assessment structure and final syllabus for approval by the Curriculum Committee at a future committee meeting, typically 3 weeks after the submission deadline.
3. The Course Presentation will include a review of the past course outcomes and proposed modifications to the next course, including the following information:
    - a. Course outcomes, as provided by the Assistant Dean of Evaluation and Assessment (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).
    - b. A summary of student evaluations and feedback (% agree/Strongly Agree for each Likert Scaled item).
    - c. A summary of faculty feedback as identified during Course Faculty meetings organized by the Course Director.
    - d. A summary of how professionalism is being taught and/or assessed in the course.
    - e. Past and proposed academic calendars as well as clear justifications for any changes to the course calendar
      - i. The Course Director will use the most current course calendar template when planning the future sequence of the course.
      - ii. Creation of new sessions require the submission of new learning objectives for the curriculum committee to review.
      - iii. The director must report any shifts in content between courses.
      - iv. 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.
        1. The 1<sup>st</sup> and 2<sup>nd</sup> year Curriculum Coordinators will provide a LEO summary report confirming course contact and credit hours to AA of CC to be included in the Course Review Report as part of the packet.
    - f. An overview of the assessment plan, including assessment format and point values
    - g. A complete, updated syllabus for the following academic year that adheres to the standard syllabus template
  4. The Course Report, including calendar and syllabus for the following academic year must be submitted 60 days after the end of the course. The Course Director will then present the proposed course for the following academic year, including a complete calendar and syllabus, according to the schedule provided to them by the AA of the CC.
    - a. In the event that a Course Director does not meet the deadline described in this SOP and the Curriculum Committee is unable to review the course proposal according to the described timeline, the Chair of the Curriculum Committee may inform the Dean/Chief Academic Officer of the Course Director's failure to meet this deadline.

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- b. The Curriculum Committee recognizes that rare, unusual circumstances may require the Dean/CAO to exercise executive privilege in the course review process.
5. Curriculum Committee Feedback Process
  - a. The voting members of Curriculum Committee will ensure that faculty and student concerns have been considered and that the Course Director has followed proper procedures for documenting modifications to the course. Substantive revisions require that a Curriculum Change Request Form be submitted and signed by all affected Chairs and/or Course Directors and proper curricular Dean prior to the Course Review presentation.
  - b. The chair will open the floor to feedback from *ex officio* non-voting members.
6. The Curriculum Committee Chair will submit the approved semester Curriculum Calendars to the Executive Committee of the College in time to ensure full approval of Fall and Spring pre-clinical courses by April 1 and September 1, respectively.
  - a. Plans for years three and four (i.e., clerkships) shall be completed and submitted for approval between September 1 and April 1 of the preceding academic year.

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

See Curriculum Presentation Template

See Curricular Change Request Form

See SOP for Syllabi Review SOP

See Course Report Submission Checklist

### 7. Maintenance

### 8. Signature

Signature on File	11/02/2021
Curriculum Committee Chair	Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
11/02/2021	5	Modification made throughout to match policy deadlines		11/02/2021