

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Syllabi Review Process</b>		<b>SOP #: CC.002.01</b>
Effective Date	8/28/19	
Last Revision/Review	11/16/2021	

### **1. Purpose**

To ensure all course syllabi are vetted appropriately prior to submission to the Curriculum Committee

### **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 submit syllabus in timely fashion using the most current Curriculum Committee approved syllabus template. Submit electronic version of syllabus with Syllabi Review Signature Page to the Curriculum Committee email address.

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

Assistant Dean of Evaluation and Assessment – Review syllabus and verify that assessment components are consistent with College policies and procedures

Assistant Dean of Pre-Clinical Education or Director of Clinical Education – Review syllabus and verify that curricular components are consistent with College policies and procedures. Determine accuracy of syllabus language for course catalog designation/description and credit hour counts.

### **5. Procedural Steps**

1. Course Director must initiate syllabus approval process by submitting syllabus draft to the Curriculum Committee. Pre-clinical (years 1–2) course syllabi for the following year are due 60 days after the end of the course at the time of submitting the proposed Course Calendar.
  - a. The Administrative Assistant for the Curriculum Committee will provide the Course Director with the most up-to-date Syllabus Review SOP, Syllabus Template and the Syllabus Review Checklist.
  - b. Course Directors must sign the Syllabus Review Checklist indicating that they have verified essential elements of the syllabus.
  - c. Course Directors must submit the proposed syllabus in a Microsoft Word format (i.e., .doc) so that potential corrections can be easily applied. This review copy will retain the DRAFT watermark until final approval by the Curriculum Committee.
  - d. The Administrative Assistant for the Curriculum Committee will distribute the proposed syllabus according to the timeline described below.
2. Course Director submits proposed syllabus for the next Academic Year 60 days after the end of each running of the course.

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3. The Administrative Assistant of the Curriculum Committee will distribute the Syllabi materials for electronic review, comment and signature via Adobe Sign.
4. The Assistant Dean for Evaluation and Assessment will have three business days to review the assessment portion of the syllabus to ensure assessment criteria, scope, length and dates adhere to College policies and procedures.
5. The Office of Pre-Clinical Education (Years 1-2) or Clinical Education (Years 3-4) will have three business days to review the syllabus to ensure that the course syllabus adheres to College policies and procedures.
6. The Course Director will have three business days to review feedback, revise syllabi, and return to the Administrative Assistant of the Curriculum Committee.
7. The Curriculum Committee will review the proposed syllabus at the next scheduled Curriculum Committee meeting. Generally, the Curriculum Committee will review the syllabus, proposed course calendar, Curriculum Change Request Form and Course Report simultaneously.
8. If the Curriculum Committee identifies issues that prevent the committee from approving the proposed syllabus, the AA of the CC will inform the Course Director of the required changes. The Curriculum Committee will then revisit the modified syllabus at a later meeting.
9. The Curriculum Committee must approve all syllabi for fall and spring courses before the April 1 and September 1 deadlines for Executive Committee approval of the curriculum for the preceding academic year. The Curriculum Committee will review all syllabi in coordination with a final review of semester curriculum calendar to ensure concordance before submitting calendars to the Executive Committee, according to the deadlines noted above.
10. The Curriculum Committee will inform the Course Director of final approval and an official copy of each approved syllabus will be held by the AA of the CC to be distributed to the Curriculum Coordinators for posting in LEO.
11. Once the Curriculum Committee has approved a syllabus, no substantive modifications can be made without a formal request to the Curriculum Committee and subsequent review. Substantive changes include a change in contact hours or assessment dates and/or format.
12. Minor modifications, such as editorial changes or changes to the course faculty list, do not require Curriculum Committee review; however, the Course Director must provide the updated syllabus to the AA of the CC as soon as the changes are made.
13. Alterations in administrative documents such as compliance language and/or missions do not necessitate syllabus revision to Curriculum Committee approved syllabi. Rather, revisions will be made to the template syllabus utilized by future courses.

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

Syllabi Review Checklist

### **7. Maintenance**

### **8. Signature**

Signature on File

Curriculum Committee Chair

11/16/21

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
11/16/2021	5	Extensive changes made throughout	Replacement	12.13.2021