

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>LMS Roles and Responsibilities</b>		<b>SOP #: AA.027.02</b>
Effective Date	10/9/2019	
Last Revision/Review	1/5/2026	

### 1. Purpose

This procedure outlines the institutional uses of the Learning Management System, including roles and responsibilities for its use, management, and maintenance, to ensure the timely, accessible, and consistent delivery of instructional materials in alignment with institutional standards

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

- **Curriculum Coordinators (pre-clinical) and Clerkship Coordinators (clinical education) – work with the Course Directors, Offices of Pre-Clinical Education, Medical Education, and Evaluation and Assessment** to manage the curricular calendar in the LMS, ensure all course materials are available and delivered (including Syllabi, learning materials, course descriptions, identified goals and objectives, assignments, and posting event videos). They may also assist with creating course gradebooks, uploading grades, posting final course grades, and generating reports and analyzing report data, and any other required duties associated with the LMS. *See SOP #: AA.005.*
- **IT Applications Manager**– responsible for coordinating the integration of the LMS and SIS platforms, the data exchanged between the two platforms, and the interconnectivity with ancillary platforms, such as Progress IQ, New Innovations, ExamSoft, etc.
- **Registrar** - responsible for supporting user registration, assuring accuracy of class rosters, and disenrollment of students as necessary and appropriate.
- **Office of Pre-Clinical Education** - responsible for designation of Burrell pre-clinical content within the LMS, including curricular goals and objectives, themes, instructional and assessment methodologies, proficiencies, and core competencies.
- **Office of Clinical Education** - responsible for designation of College clinical content within the LMS, including curricular goals and objectives, themes, instructional and assessment methodologies, proficiencies, themes, and core competencies.
- **Office of Medical Education**- Responsible for collaborating with the Offices of Pre-Clinical and Clinical Education to ensure effective integration of biomedical and clinical sciences throughout the curriculum. Provides guidance and support in the design, implementation, and evaluation of the medical school curriculum.
- **Office of Evaluation and Assessment** - cooperates with Offices of **Pre-clinical Education, Clinical Education and Medical Education, Course Directors and Curriculum Coordinators** to set up course gradebooks and post final course grades. *See SOP #AA.020*
- **Course Directors** - responsible for organizing and reviewing course materials (which includes session sequence, content suitability, course goals, objectives, and learning outcomes, etc.), grading, and grade reporting within a course. *See SOP #: CC.005*
- **Faculty** - responsible for ensuring that all course materials are current, posted, and available to students no later than the deadlines specified within the procedural steps outlined in this SOP.
- **Office of Student Affairs** – responsible for posting and maintaining extra-curricular student activities in LEO.

### 4. Definitions/Abbreviations

**LMS** Learning Management System. Currently, the College uses Leo as its LMS.

**SIS** Student Information System. Currently, the College uses Thesis CAMS as its SIS.

**Course Materials:** All instructional content and resources provided to support student learning within a course, including but not limited to syllabi, session objectives and learning outcomes, lecture slides, handouts, required and recommended readings, asynchronous and synchronous instructional video recordings, multimedia content, learning activities, supplemental learning materials (practice questions and worksheets), and any other associated instructional resources made available through the learning management system.

### 5. Procedural Steps

1. Curriculum and Clerkship Coordinators create courses and course calendars, in cooperation with the **Offices of Pre-Clinical Education** and **Clinical Education**, according to the schedule outlined below.
2. Course/Clerkship Directors will provide course calendars to the appropriate Coordinator according to the schedules and deadlines outlined by the Curriculum Committee. Generally, fall and spring course calendars must be approved by the Curriculum Committee and the Executive Committee of the College by April 1 and September 1, respectively, of the preceding academic year.
3. Faculty are responsible for ensuring that all session objectives for learning events presented by that Faculty are mapped to BCOM's "Goals and Objectives" at the time the course schedule is published (beginning of each academic year). Faculty are also responsible for ensuring that all learning materials are current, posted and available to students by the following deadlines:
  - 3.1.2 January 2026: Materials due no later than five (5) business days prior to the scheduled session.
  - 3.1.3 March 2026: Materials due no later than ten (10) business days prior to the scheduled session.
  - 3.1.4 July 2026 and onward: Materials due no later than fifteen (15) business days prior to the scheduled session.

3.2 If the Faculty member does not meet the established deadline, they must contact the Course Director to request approval for the delinquent content to be posted. The Course Director will submit a written request to the Office of Medical Education on the Faculty member's behalf to upload the materials. Once the written request is received and approved, the Office of Medical Education will work with the Curriculum Coordinators to ensure that the materials are uploaded.
4. Once the course materials are uploaded into the LMS and made available to students, they may not be modified or replaced without written approval from the Office of Medical Education.
5. Course Directors are responsible for ensuring that all Faculty teaching in the course have loaded session objectives, learning outcomes, and learning materials, and that these learning materials are posted and available to students within the timeframes listed above. The Curriculum Coordinators will work with Course Directors and the Office of Medical Education to monitor the completion of this process.
6. The Curriculum Coordinators will be responsible for posting the video recordings of each learning session to the appropriate event page in the LMS. Videos will be posted, whenever possible, by the end of the business day upon which the session was presented.

7. Course grades will be uploaded and released by the Office of Evaluation and Assessment, with prior approval of the respective Course Director, through the LMS.
8. All new Faculty hires will be provided with LMS training—as appropriate for their role—within the first two weeks on the job by the Curriculum Coordinators.
9. The Office of the Registrar will work with the Curriculum Coordinators to enroll each new class of students. The Office of the Registrar is also responsible for disenrolling students who are no longer active in the curriculum (withdrawn, dismissed, on leave, etc.).

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

## 7. Maintenance

Review of this SOP will occur at no greater than three (3) year intervals.

## 8. Signature

Approved by	1.5.2026
Department Head of Academic Affairs	Date

## 9. Distribution List

Internal/External

## 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	All	Move SOP from IT to AA, remove Faculty Support Manager		5/12/2023
7/27/2023	All	Remove Titles and edited for clarity		8.8.2023
1/5/2026	All	Updated Titles, added Office of Medical Education, and edited procedural steps to include LEO submission deadlines, process for missing deadlines, and changing uploaded materials. Added definition for materials.		1.6.2026