

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Evaluations of Courses in Year 1 and 2		SOP #: PCE.013.07
Effective Date	11/20/2018	
Last Revision/Review	5/20/2024	

1. Purpose

This SOP describes the procedures for generating, disseminating, and utilizing student feedback for Year 1 and 2 courses.

2. Related Policy/Authority

Burrell Policy: B11010, Student Course Evaluations

3. Faculty/Staff Responsibilities

Office of Curriculum Effectiveness and Evaluation

- Maintain oversight of student course evaluation development, delivery, dissemination, and use.

Curriculum Coordinators

- Deliver course evaluations, electronically, to students at finalization of course.

Course Directors

- Utilize student feedback in continuous quality improvement of course outcomes, discipline performance, and teaching.

Curriculum Committee

- Review and approve changes to the evaluation surveys
- Utilize overall student feedback in overseeing evaluation and improvement in the medical education curriculum.

Department Chairs

- Review course and faculty evaluations for consideration in faculty annual evaluations.

4. Definitions/Abbreviations

5. Procedural Steps

1. The Office Curriculum Effectiveness & Evaluation, in consultation with the Curriculum Committee, will develop Course Evaluation surveys and recommend any changes to the course evaluation survey to the Dean's Executive Committee for ratification.
2. The Office Curriculum Effectiveness & Evaluation will be the responsible party for assuring development, availability, and distribution of the survey tool(s).
3. The Curriculum Coordinators, for each year, will transcribe the survey into the software platform (e.g., Qualtrics) for course evaluations.
 - a. Course Directors may request a limited number (1-3) of questions that are specific to their course be added to the survey.

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4. At the end of each course:
 - a. Curriculum coordinators will generate an evaluation for each of the pre-clinical courses
 - b. A link to the electronic survey will be delivered, via email, to each individual student in the class.
 - c. The evaluations are confidential, but not anonymous. Students will be identified by their Burrell email within the survey. However, the evaluation data disseminated to Course Directors and/or committees will have student identifications removed. Names of students will only be disclosed to appropriate parties if an unprofessional comment merits reporting to the Office of Student Affairs, and such comments may be omitted from the final Course Evaluation before dissemination at the discretion of the Office of Academic Affairs. Only the Department Head of Curriculum Effectiveness & Evaluation has the authority to unmask student names to individual survey responses.

Students have five (5) business days from receipt to complete the electronic survey. Students failing to complete the evaluation on time will be referred to Student Affairs for review and possible disciplinary action.

5. The data from the course evaluations (qualitative and quantitative) is disseminated to:
 - a. The Course Director
 - b. The Offices of Curriculum Effectiveness & Evaluation and Pre-Clinical Education
 - c. The Senior Associate Dean of Academic Affairs
 - d. The Chair of the Curriculum Committee
6. The course feedback is utilized for course and curricular assessment processes.
 - a. Course reports to the curriculum committee should include student feedback, and reflect any changes deemed appropriate to the course based upon that feedback.
 - b. Overall assessment of the curriculum involves an evaluation of all student feedback at the level of the Office of Pre-Clinical Education and by the Curriculum Committee.

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

7. Maintenance

The policy will be maintained by the office of Academic Affairs and reviewed by Curriculum Committee as needed.

8. Signature

Approved by	5/20/2024
Department Head of Curriculum Effectiveness & Evaluation	Date

9. Distribution List

Internal

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10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/23/19		Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE); Included Office of Faculty Affairs in distribution list		7/23/19
07/30/19		Separated Faculty and Course evaluations. This SOP is now for course evaluations only. Faculty evaluations will be a separate SOP through Faculty affairs; slight change in title of the SOP.		7/30/19
10/28/21		Update to change from Student Assessment to Evaluation and Assessment; change process to failure to complete evaluation		11.01.2021
12.13.2021		Changed language regarding disciplinary action.		12.13.2021
7/18/2023		Changed Title to Curriculum Effectiveness & Evaluation, and overall clarity		8.8.2023
11/9/2023		Updated the response time for student surveys from 2 to 3 business days.		11.9.2023
05/17/2024		Updated response time to 5 business days; Designated Chair of Curriculum Committee as recipient of responses; clarified role of OCEE in developing survey.		5.20.2024