

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Student Evaluations of Courses in Year 1 and 2		SOP #: PCE.013.06
Effective Date	11/20/2018	
Last Revision/Review	11/9/2023	

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

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 considering evaluation and improvements of courses, discipline performance, and teaching.

Curriculum Committee

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

Chairs

- Receive Course Evaluations for consideration in overall faculty evaluations.

4. Definitions/Abbreviations

5. Procedural Steps

1. The Office of Academic Affairs, 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.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

4. At the end of each course:
 - Curriculum coordinators will generate an evaluation for the Course (year 1 and year 2 courses)
 - A link to the electronic survey will be delivered, via email, to the class.
 - The evaluations are not anonymous, but they are confidential. 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.

Students have three (3) 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:
 - The Course Director
 - The Offices of Curriculum Effectiveness & Evaluation and Pre-Clinical Education
 - The Senior Associate Dean of Academic Affairs
 - The Curriculum Committee
6. The course feedback is utilized for course and curricular assessment processes.
 - Course reports to the curriculum committee should include student feedback, and reflect any changes deemed appropriate to the course based upon that feedback.
 - 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	11/9/2023
Department Head of Curriculum Effectiveness & Evaluation	Date

9. Distribution List

Internal

10. Revision History

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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