

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

| Student Performance Committee Procedures | | SOP #: SPC.001.06 |
|---|-----------|--------------------------|
| Effective Date | 8/15/2018 | |
| Last Revision/Review | 7.13.2023 | |

1. Purpose

The purpose of this procedure is to document the role of the student performance committee procedures in determining the progress and promotion of students within the Burrell College medical curriculum.

2. Related Policy/Authority

Burrell College of Osteopathic Medicine; Student Handbook; Student Performance and Academic Standing, Section 26

Burrell College Policy B9121: Student Promotion and Graduation

Burrell College Policy B9120: Academic Standing

3. Faculty/Staff Responsibilities

Student performance committee members are responsible for carrying out the procedures documented here.

An Administrative Assistant will be appointed by the Dean and will be responsible for scheduling meetings, preparing meeting agendas, minutes, and attending meetings. The administrative support will remain in place and will not change based on the committee Chair.

4. Definitions/Abbreviations

SPC – Student Performance Committee

5. Procedural Steps

I. Official Description (Burrell College Bylaws)

- A. Composition and terms: Committee members shall include the Burrell College Assistant Dean of Evaluation and Assessment serving as an ex officio member, three faculty representatives elected by the faculty with at least one basic science faculty and at least one clinical faculty, two at-large faculty representatives appointed by the Dean and additional non-voting members as may be needed to conduct the business of the committee. The Department Head of Student Affairs shall be an ex officio, non-voting member. Elected committee members shall serve staggered terms of three years with one member elected each year.
- B. Responsibilities: This committee shall have the responsibility of reviewing the academic performance records of all students matriculated to the College and make recommendations to the Dean regarding matters of continued matriculation, promotion, retention and graduation. The committee may, at its discretion, consider prior disciplinary actions in its deliberations but shall not engage in disciplinary hearings. The Dean shall appoint a chair of the committee from among its seated members.

II. Meetings

- A. The Student Performance Committee will meet:

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1. following the finalization of each course (Year 1 and Year 2) and rotation (Year 3 and Year 4) to address and discuss course failures.
2. as necessary, following the receipt of COMLEX licensing exam grades to address and discuss exam failures.
3. as needed for other business.

B. Attendance

1. A quorum is defined as a majority of voting members. Although a quorum is not necessary for a meeting to be called to order or to proceed, a quorum of members must be present to take official actions or make formal recommendations
2. Due to the confidential nature of Student Performance Committee meetings, sessions will be closed; only committee members (voting and non-voting) shall be allowed to attend.
3. However, the committee reserves the right to invite other faculty or staff as needed to appropriately conduct the meeting.
4. Ad hoc members may be appointed, by the Chair of SPC, if regular members are not able to attend or a student request for member dismissal has been granted.

C. Minutes:

1. Meeting minutes will be recorded by an Administrative Assistant.
2. Minutes will be submitted to the Committee Chair for initial review or revisions.
3. Revised minutes will be submitted for SPC approval at the subsequent meeting.
4. Due to the confidential nature of SPC Minutes, they will be housed within a secure Burrell network folder.

D. Voting Procedures:

1. A majority vote is required for recommendations or other official actions taken by the Student Performance Committee.
2. The Chair will serve as a non-voting member, except as necessary to achieve a quorum, and in the case of tie-votes.
3. Voting outcomes will be recorded within the meeting minutes.

E. Confidentiality of Meetings

1. Due to the sensitive nature of SPC meetings, all deliberations and voting outcomes are highly confidential.
2. Unless requested by the Dean of the College of Osteopathic Medicine, members of the SPC:
 - a. are not to reveal or discuss any of the Confidential Information to any person outside of the Committee.
 - b. are to keep all confidential information secret and confidential.
 - c. are not to make copies or duplicates of the Confidential Information presented during meetings.
 - d. All members of the SPC including non-voting members, administrative assistant, ad hoc members, or approved visitors shall submit a signed confidentiality form to the SPC Chair.

F. Student Deliberation Procedures (from Student Handbook)

All proceedings are confidential and the meetings/hearings are closed. Only SPC committee members, the Department Head of Student Affairs (ex-officio, non-voting), and the student in question are allowed to attend the meeting. The committee reserves the right to invite other faculty or staff as needed to appropriately conduct the meeting. The student may not be accompanied by legal counsel during the academic hearing.

1. The student shall be notified of the time, date, and location of the SPC meeting in writing through email (the official mode of communication at Burrell) at least one (1) business day (twenty-four [24] hours) prior to the meeting.

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2. The student is provided, upon request, access to any documentation provided to Committee members prior to the meeting.
3. If the student feels that one of the committee members is biased, he/she may request to have the committee member recused. Such a request must be submitted in writing, with a rationale, at least one (1) hour prior to the start of the SPC meeting. The Chair will review the request and notify the student, in writing, of the Chair's decision. If the request is approved, the recused faculty will be replaced by an alternate faculty member, at the Chair's discretion.
4. If one of the regular members of the SPC cannot attend the meeting, an ad hoc member will be appointed for the length of the hearing.
5. The SPC Chair reminds committee members that the hearing is confidential. The proceedings are recorded in writing by an administrative assistant. The academic issue in question is addressed by the SPC, who may also consider the entirety of the student's academic record. Any previous disciplinary actions may be considered as appropriate.
6. A summary report is presented to the SPC by the Chair or designee. The SPC may choose to ask questions. The student is not present for this portion of the hearing.
7. The student is then invited to join the SPC meeting, and the student may then present his or her statement to the SPC.
8. Following the presentation of evidence, the Chair excuses all attendees other than the Committee members. The SPC deliberates on the student's academic case and a decision addressing the student's academic deficiency is made. A majority vote of the SPC is required to approve the decision.
9. A recommendation letter, signed by the SPC Chair, will be delivered to the student within one (1) business day of the SPC meeting. This letter will be delivered to the student through the CAMS student portal via the Office of the Registrar.
10. The student has the right to appeal the SPC decision, in writing, to the Dean, to be submitted within three (3) business days. If no appeal is filed by the student, the recommendation made in the SPC letter will become the final decision.
11. In order to progress to the next academic term, students must have successfully completed all requirements in the current term.

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

NONE

7. Maintenance

The procedures of the SPC committee will be reviewed on an annual basis by the Chair of the committee in collaboration with the Burrell administration, in order to insure that policy and procedures are appropriate.

8. Signature

Approved by

Chair, Student Performance Committee

7.13.2023

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 |
|---------------|---------------|---|---|---------------|
| 9/28/2018 | 2 | SPC Vote for Approval | | 9/28/2018 |
| 7/15/19 | 5 | Updated Official Description to reflect Bylaws | | 7/15/2019 |
| 1/9/2020 | I | Updated the Official Description from College Bylaws to include A.1 and A.2. | | 1/9/2020 |
| 11/4/2020 | 5 | Updated the method of the delivery of the SPC determination | | 11/4/2020 |
| 8/9/2021 | 1, 2, 5, 7, 8 | Updated bylaws and procedures, updated usage of Burrell as opposed to BCOM, modified signature from Assessment Dean to Chair of SPC | | 8/9/2021 |
| 8.19.2021 | 1 | Added information about confidentiality form | | 9.19.2021 |
| 7.13.2023 | 3 | Clarified administrative support | | 7.13.2023 |