

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>LMS Roles and Responsibilities</b>		<b>SOP #: IT.005.00</b>
Effective Date	10/9/2019	
Last Revision/Review	10/9/2019	

### 1. Purpose

This procedure defines institutional uses of the Learning Management System, roles and responsibilities within the system, and

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

- **Faculty Support Manager (FSM)** responsible for overseeing the LMS, including: providing technical support; system use training for faculty, staff, and students; assisting in report generation and data analysis; and learning activity reporting to staff, compliance auditors, and clients.
- **Curriculum Coordinators (pre-clinical) and Clerkship Coordinators (clinical education)** - manage the curricular calendar in the LMS, ensure all course materials are available and delivered (including learning materials, course descriptions, identified goals and objectives, assignments, and posting event videos). The Coordinators work with **Course Directors and the Assistant Dean of Student Assessment** to setup course gradebooks, upload grades, and post final course grades, as well as assisting in generating reports and analyzing report data , and any other required duties associated with the LMS. *See SOP #: PCE.003.02.*
- **Director of Information Systems and Services** – responsible for coordinating the integration of the LMS and SIS platforms, and the data exchanged between the two platforms.
- **Registrar** - responsible for supporting user registration, assuring accuracy of class rosters, and disenrollment of students as necessary and appropriateness.
- **Associate Dean of Pre-Clinical Education and the Assistant Dean of Pre-Clerkship Curriculum** - responsible for designation of BCOM pre-clinical content within the LMS, including curricular goals and objectives, themes, instructional and assessment methodologies, proficiencies, themes, and core competencies.
- **Associate Dean of Clinical Education** - responsible for designation of BCOM clinical content within the LMS, including curricular goals and objectives, themes, instructional and assessment methodologies, proficiencies, themes, and core competencies.
- **Assistant Dean for Assessment** - cooperates with **Course Directors and Curriculum Coordinators** to setup course gradebooks and posting of final course grades.. *See SOP #: PCE.023.01*
- **Course Directors** - responsible for organizing (session sequence, content suitability, course goals and objectives, etc.) within a course. *See SOP #: PCE.023.01*
- **Faculty** - responsible for ensuring that all course materials are current, posted, and available to students no later than two business days before the start of a course.

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### **4. Definitions/Abbreviations**

**LMS** Learning Management System. Currently, Leo and Canvas are being used.

**SIS** Student Information System. Currently, CAMS is being used.

### **5. Procedural Steps**

1. Curriculum and Clerkship Coordinators, working with the Faculty Support Manager, create courses and course calendars, in cooperation with the **Offices of Pre-Clinical Education** and **Clinical Education** by June 1st of each year.
2. Course/Clerkship Directors will provide course calendars to the appropriate Coordinator at least 6 weeks prior to the start of the academic year. Course calendars and all course sessions will be posted to the LMS July 1 of each academic year.
3. Faculty are responsible to ensure 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 to ensure that all learning materials are posted and available to students no later than two business days before the start of the course.
4. Course Directors are responsible to ensure that all Faculty teaching in the course have loaded session objectives and learning materials, and that these learning materials are posted and available to students no later than two business days before the start of a course. The Curriculum Coordinators will work with Course Directors to monitor completion of this process.
5. 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.
6. Course grades will be uploaded and released by the Curriculum or Clerkship Coordinator, under the direction of the Assistant Dean of Student Assessment through the LMS. At course completion, the Office of the Registrar will be notified, through e-mail from the Assistant Dean of Student Assessment, that Course grades have been finalized and are posted.
7. All new Faculty hires will be provided with LMS training within the first week on the job by the Faculty Support Manager.
8. 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.

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### **8. Signature**

Signature on File	10/9/19
Jeff Harris, CIO	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			