

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Course Review Process		SOP #: CC.001.02
Effective Date	8/28/19	
Last Revision/Review	09/27/2023	

1. Purpose

To ensure timely dissemination and review of course outcomes to inform modifications to curricular content.

2. Related Policy/Authority

See Bylaws of the Burrell College of Osteopathic Medicine: Article 2 Section C. Curriculum Committee

BCOM Policy: B6030 Curriculum of Instruction

3. Faculty/Staff Responsibilities

Course Director – develop and deliver course report presentation, course calendar, syllabus and a course update according to the timeline below. The course director will collaborate with department chairs regarding addition/modification of sessions associated with each department. These changes must be communicated to the Curriculum Committee for approval. The course director must provide a Curriculum Change Request Form for any substantive change to the course (**See Curricular Change Request Form**). The course director must submit an electronic version of the most up-to-date syllabus. Syllabus template is available on the Curriculum Committee website or MS Teams.

Clerkship Director – develop and deliver course/clerkship report presentation, syllabus and a course update according to the timeline below. These changes must be communicated to the Curriculum Committee for approval. The clerkship director must provide a Curriculum Change Request Form for any substantive change to the clerkship (See Curricular Change Request Form). The clerkship director must submit an electronic version of the most up-to-date syllabus. Syllabus template is available on the Curriculum Committee website or MS Teams.

Administrative Assistant for the Curriculum Committee – coordinates review and dissemination of course reports and syllabi before presentation to the Curriculum Committee. Confirms receipt of the files and notifies designated signatories of pending reviews.

Department Chairs: Review appendix included with Curricular Change Request Form. Assign new session(s) to faculty members within his/her department. Confirm session changes with the instructor previously associated with the impacted session e.g. session duration, session learning objectives or sequence. Work with Course Director to resolve issue(s) associated with proposed changes. Sign Curriculum Change Request Form and comment on proposed changes affecting departmental faculty, which will be presented to the Curriculum Committee for review and approval.

Assistant Dean of Curriculum Effectiveness and Evaluation – Provides the Course/Clerkship Director with course outcome data slide(s) to be included in the Course Review Report. Also

responsible for reviewing assessment plan to ensure that it adheres to College policies and procedures.

Office of Pre-Clinical Education – Provides administrative oversight of the year 1 and year 2 curriculum and Learning Management System (LMS). Works with course directors to coordinate trans-curricular issues. Ensure that course plan adheres to college policies and procedures. Ensure course plan matches contact hour and credit hour limits.

Office of Clinical Education – Provides administrative oversight of the year 3 and year 4 curriculum and Learning Management System (LMS). Works with clerkship directors to coordinate trans-curricular issues. Is a signatory on any Curriculum Change Request Form affecting years 3 or 4.

Executive Committee of the College – Approves the Academic calendar for fall and spring semesters by April 1 and September 1, respectively.

5. Procedural Steps

1. The Administrative Assistant of the Curriculum Committee will initiate the course review process:
 - a. For years 1 and 2 courses, within 7 days after the end of a course by sending Course Director the Course Report Template, curricular change form, instructions for contacting the Curriculum Coordinator to update the draft syllabus, and deadlines for submitting these materials to the Curriculum Committee according to the schedule of Course Review Reports. A copy of the schedule of reviews for Course Directors will be sent to all Course Directors at the beginning of each semester for their planning purposes. It will include the date the packet is due to AA of CC and the date of presentation to the Curriculum Committee.
 - b. For years 3 and 4 clerkships, within 7 days after the end of the academic year by sending Clerkship Director or designee the Course Report Template, Syllabus template, Syllabus Review SOP and checklist, and deadlines for submitting these materials to the Curriculum Committee according to the schedule of Course Review Reports.
2. The Course/Clerkship Director will conduct a comprehensive review and develop a plan for the next academic year according to the following timeline:
 - a. Following final determination of grades, the Assistant Dean for Curriculum Effectiveness and Evaluation will provide course outcomes and student feedback data to the Course/Clerkship Director and the voting members of the Curriculum Committee within 2 weeks after the last day of the course.
 - b. The Course/Clerkship Director will then undertake a comprehensive review and evaluation of the course, including student and faculty feedback, assessment outcomes, and prior feedback from the Curriculum Committee.
 - c. The Course Director must submit within **sixty days** from the last scheduled course day a complete course evaluation presentation, including a separate proposed calendar for the following academic year that incorporates feedback from student evaluations and course faculty meetings. The Curriculum Coordinator(s) will provide the Course Director with access to a planning calendar (i.e., “sandbox”) in Outlook and the Course Director will inform the Curriculum Coordinator(s) once they have completed a proposed calendar. The Curriculum Coordinator(s) will then use the “sandbox” calendar to update the LEO LMS calendar. A copy of the LEO calendar will be provided to the AA of the Curriculum

- Committee for presentation to the committee as part of their Course Review Report for review at the scheduled committee meeting.
- d. The Clerkship Director must submit by the deadline provided by the AA of CC, a complete course evaluation presentation incorporating feedback from student evaluations and preceptors.
 - e. The Course/Clerkship Director must submit a Curricular Change Request Form to the Curriculum Committee for all substantive changes. The Administrative Assistant will distribute the Curriculum Change Request Form for signature by all Department Chairs and/or Course/Clerkship Directors impacted by requested changes as well as the Assistant Dean for Pre-Clinical Education or the Associate Dean for Clinical Education, depending on the course affected. Each signatory may provide comments for the Curriculum Committee regarding the proposed change but failure to sign must not be used to prevent the Curriculum Committee from reviewing the form. This form will be submitted electronically after review to the AA of CC for any needed revisions by CD. AA will notify CD of any needed changes. The CD will make revisions and return to AA of CC within 5 days of receiving notice of needed changes. It will then be included in the Course Report, which will include the proposed calendar and syllabus and be presented to the Curriculum Committee for review and approval.
 - f. The Course/Clerkship Director will provide a report on the finalized course plan (including a Curricular Change Request Form as needed), assessment structure and final syllabus for approval by the Curriculum Committee at a future committee meeting, typically within 3 weeks after the submission deadline.
3. The Course/Clerkship Presentation will include a review of the past course outcomes and proposed modifications to the next academic year, including the following information:
- a. Course/Clerkship outcomes, as provided by the Assistant Dean of Curriculum Effectiveness and Evaluation, including Z-score adjustment data, number of remediation students, descriptive statistics for final grade outcomes and information pertaining to interventions initiated based upon the assessment outcomes during the course, overall exam performance statistics, including a summary of Low Performing Question status for course exams
 - b. A summary of student evaluations and feedback (e.g., % agree/Strongly Agree for each Likert Scaled item).
 - c. A summary of faculty feedback as identified during Course Faculty meetings organized by the Course Director or a summary of Preceptor evaluations as pertains to the Clerkships.
 - d. Past and proposed academic calendars as well as clear justifications for any changes to the course/clerkship calendar, if applicable
 - i. The Course Director will use the most current course calendar template when planning the future sequence of the course.
 - ii. Creation of new sessions require the submission of new learning objectives for the curriculum committee to review.
 - iii. The director must report any shifts in content between courses.
 - iv. The Course Director must document past and proposed contact hours and assure the committee that proposed changes do not alter the credit hours for the course.

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1. The 1st and 2nd year Curriculum Coordinators will provide a LEO summary report confirming course contact and credit hours to AA of CC to be included in the Course Review Report as part of the packet.
 - e. An overview of the assessment plan, including assessment format and point values
 - f. A complete, updated syllabus draft for the following academic year that adheres to the standard syllabus template.
4. The Course/Clerkship Director will then present the proposed course/Clerkship for the following academic year, including a complete calendar (if applicable) and syllabus, according to the schedule provided to them by the AA of the CC.
 - a. In the event that a Course/Clerkship Director does not meet the deadline described in this SOP and the Curriculum Committee is unable to review the course proposal according to the described timeline, the Chair of the Curriculum Committee may inform the Dean/Chief Academic Officer of the Course/Clerkship Director's failure to meet this deadline.
 - b. The Curriculum Committee recognizes that rare, unusual circumstances may require the Dean/CAO to exercise executive privilege in the course/Clerkship review process.
5. Curriculum Committee Feedback Process
 - a. The voting members of Curriculum Committee will ensure that faculty and student concerns have been considered and that the Course/Clerkship Director has followed proper procedures for documenting modifications to the course/Clerkship. Substantive revisions require that a Curriculum Change Request Form be submitted and signed by all affected Chairs and/or Course/Clerkship Directors and proper curricular Dean prior to the Course/Clerkship Review presentation.
 - b. The chair will open the floor to feedback from *ex officio* non-voting members.
6. The Curriculum Committee Chair will submit the approved semester Curriculum Calendars to the Executive Committee of the College in time to ensure full approval of Fall and Spring pre-clinical courses by April 1 and September 1, respectively.
 - a. Plans for years three and four (i.e., clerkships) shall be completed and submitted for approval between September 1 and April 1 of the preceding academic year.

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

See Curriculum Presentation Template

See Curricular Change Request Form

See SOP for Syllabi Review SOP

See Course Report Submission Checklist

7. Maintenance

8. Signature

Approved by	10/3/2023
Curriculum Committee Chair	Date

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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
11/02/2021	5	Modification made throughout to match policy deadlines		11/02/2021
09/27/2023		Modifications made throughout to reflect differences in the process for clerkships; titles updated;		10/3/2023