



## Medical Education Program Policy

<b>Policy Name:</b>	<b>Course Evaluation &amp; Reporting</b>				
<b>Policy Domain:</b>	Evaluation	<b>Refers to LCME Element(s):</b>	8.3 Curricular Design, Review, Revision/Content Monitoring 8.4 Medical Student Feedback 3.5 Learning Environment/Professionalism		
<b>Approval Authority:</b>	Curriculum and Educational Policy Committee (CEPC)	<b>Adopted:</b>	1/09/2017	<b>Date Last Reviewed:</b>	
<b>Responsible Executive:</b>	Director of Assessment & Evaluation	<b>Date Last Revised:</b>	1/09/2017		
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. Policy Statement: All course evaluations shall be collected centrally by the Office of Medical Education (OME). The director of assessment & evaluation shall collect course evaluation data and report the results to the faculty, the course/clerkship director, relevant department chairperson, the assistant deans for medical education and the associate dean for medical education. In addition, the director of assessment & evaluation shall collect information on the learning environment, reporting the results to the course/clerkship director, the assistant deans for medical education, the associate dean for medical education and the associate dean of student affairs, who is charged with addressing Learning Environment issues. The associate dean for graduate medical education shall also receive a copy of the Clerkship Learning Environment reports so that s/he can assist in addressing learning environment issues.
2. Reason for Policy: In order to fulfill the educational mission, PLFSOM needs to understand student perceptions of courses and the learning environment.
3. Who Should Read this Policy:
  - Faculty with teaching responsibilities
  - Course & clerkship directors
  - Department chairpersons
  - Program directors
  - Office of medical education personnel
  - The assistant deans for medical education
  - The associate deans for medical education and student affairs



4. Definitions:

- Course – any course or clerkship offered by PLFSOM
- Away rotation – any course or clerkship offered by an institution other than PLFSOM. These are subject to approval by the Office of Student Affairs.

5. The Policy:

- 1) The course evaluations data shall be collected using anonymous forms. The forms shall, however, capture course specifics and academic term specific to the evaluation.
  - a) Data Collection –In order to ensure adequate student participation to produce meaningful feedback, students will be required to submit a course evaluation for each course or clerkship offered at PLFSOM. Students who do not complete evaluations on time will receive negative professionalism report from the OME.
  - b) Data collection timing
    - i) M1&2 courses offered on a unit basis shall be evaluated and reported on a unit basis.
    - ii) M3 clerkships shall be evaluated on a block basis
    - iii) All other courses and clerkships shall be evaluated at the end of the course/rotation.
- 2) For each course offered by PLFSOM, the Office of Medical Education will collect evaluations using forms specific to that course. Each course evaluation shall consist of
  - a) A set of standard elements set by the evaluation committee.
  - b) A set of tailored items specific to the course
  - c) No more than 3 items requested by the course/clerkship director
  - d) A learning environment assessment
    - i) Policy awareness
    - ii) Preclinical –
      - (1) 2 general measures
      - (2) Comment field
    - iii) Clinical
      - (1) Items shall mirror the AAMC Graduate Questionnaire items on learning environment
      - (2) Open comment field
- 3) Reporting
  - a) Content
    - i) All regularly produced course evaluation reports for specific courses will include unedited comments. Any aggregate results reported will not include comments unless otherwise specified by the CEPC.
    - ii) All evaluation content, excluding the learning environment qualitative data, shall be included in regular course evaluation reports.
    - iii) Learning environment data shall be reported in multiple ways:
      - (1) For the M1 & M2 courses
        - (a) Quantitative data will be included in the individual course reports



- (b) A separate report shall include all learning environment data, both quantitative and qualitative, by course.
- (2) For M3 & M4 courses
  - (a) For required courses, each report shall contain both quantitative and qualitative data relative only to that course
  - (b) For elective courses, a report containing all data shall be included for all courses offered by the department.
  - (c) An additional learning environment report shall be issued compiling all information across courses.
- iv) Clerkship Preparation Compilation report:
  - (1) report shall be compiled at least annually
  - (2) Data from clerkship questions such as:
    - (a) The first two years of medical school adequately prepared me for this clerkship
    - (b) Please describe any changes to the first 2 years of medical school that would have better prepared you for this clerkship.
    - (c) Spanish instruction in the first 2 years helped me in this clerkship.
- b) Distribution
  - i) Pre-clerkship course evaluation reports shall be sent to:
    - (1) The Department of Medical Education faculty
    - (2) The relevant course director(s)
    - (3) The assistant deans for medical education
    - (4) The associate dean for medical education
    - (5) The student evaluation and curriculum committee members for that course.
  - ii) Clerkship course evaluation reports shall be sent to:
    - (1) The associate dean for medical education
    - (2) The assistant dean for medical education – basic sciences
    - (3) The assistant dean for medical education – clinical sciences who shall be responsible for distributing the reports (unedited) after grades are released to
      - (a) The course director and assistant director
      - (b) The department chairperson
      - (c) The student evaluation and curriculum committee members for that course.
  - iii) Clerkship Preparation Compilation report:
    - (1) The assistant deans for medical education
    - (2) The associate dean for medical education
    - (3) The Department of Medical Education faculty
  - iv) Learning Environment compilation reports
    - (1) Pre-clerkship reports shall be sent to:
      - (a) The associate dean for student affairs
      - (b) The associate dean for medical education
      - (c) The assistant deans for medical education



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- (d) The course director
  - (e) The department of Medical Education chairperson
  - (f) The student evaluation and curriculum committee members for that year.
- (2) Clerkship compilation reports shall be sent to:
- (a) The associate dean for student affairs
  - (b) The associate dean for medical education
  - (c) The assistant deans for medical education
  - (d) The associate dean for graduate medical education.