



Medical Education Program Policy

Policy Name:	Course Evaluation & Reporting				
Policy Domain:	Evaluation		Refers to LCME Element(s):	8.3 Curricular Design, Review, Revision/Content Monitoring 8.5 Medical Student Feedback 3.5 Learning Environment/Professionalism	
Approval Authority:	Curriculum and Educational Policy Committee (CEPC)	Adopted:	1/09/2017	Date Last Reviewed:	February 2023
Responsible Executive:	Associate Director of Assessment and Evaluation or their Designee	Date Last Revised:	February 2023		
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@tuhsu.edu		

1. **Policy Statement:** All course evaluations shall be collected centrally by the Office of Medical Education (OME). The associate director of assessment and 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 associate director of assessment and 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 learning environment reports so that they can assist in addressing learning environment issues involving residents.
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

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



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 1 negative professionalism report per block/unit for missed evaluations.
 - b) Data collection timing
 - i) MS 1&2 courses offered on a unit basis shall be evaluated and reported on a unit basis.
 - ii) MS 3 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, including the learning environment data, shall be included in regular course evaluation reports.
 - (1) For the MS 1 & MS 2 courses
 - (a) Quantitative and qualitative data will be included in the individual course reports

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(2) For MS 3 & MS 4 courses

(a) For all required courses and elective courses, each report shall contain both quantitative and qualitative data relative only to that course

b) Distribution

Course reports with aggregated results where total number of responses are greater than 4 are shared with faculty and other stakeholders

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 associate dean for student affairs

(6) The data is shared with the Student Curriculum and Evaluation Committee (SCEC) by the assistant dean of medical education, pre-clerkship during the end course review session.

ii) Clerkship course evaluation reports shall be sent to:

(1) The associate dean for student affairs

(2) The associate dean for graduate medical education

(3) The associate dean for medical education

(4) The assistant dean for medical education – basic sciences

(5) The assistant dean of medical education-clinical sciences

(6) Relevant clerkship director

(7) Relevant department chairperson

(8) The data is shared with the Student Curriculum and Evaluation Committee by the assistant dean of medical education, clinical sciences during the end of the block review session.

iii) Away rotation reports are sent to:

(1) The associate dean for medical education

(2) The assistant dean for medical education- clinical sciences

(3) The associate dean for student affairs

4) Timeline

(1) Reports are distributed by the Office of Medical Education to the faculty after the grading is complete, typically 4 weeks after the last day of the unit.

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