



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:	August 2024		
Responsible Office:	Office of Medical Education	Contact:	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 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 and assistant deans 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

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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 confidential forms. The forms shall, capture course specifics and academic term specific to the evaluation. In the unlikely event that an evaluation submitted by a student poses a credible threat to the safety of the student or others, the associate deans for medical education and student affairs or their designee can initiate the process to identify the responsible student and notify the assistant vice president for student success and student engagement as chair of the CARE team (HSCEP OP 77.19, revised April 2023). A staff member from the Office of Medical Education who has the required privilege level to access this information on the evaluation platform shall be designated for this process. This is the only reason that confidentiality would be broken on the evaluation forms.
 - 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) Scholarly Activity and Research Project (SARP) shall be evaluated when students complete all their course requirements and reported on an annual basis.
 - iii) MS 1&2 courses offered on a semester basis shall be evaluated and reported on a semester basis.
 - iv) MS 3 clerkships shall be evaluated and reported on a block basis.
 - v) MS4 clerkships shall be evaluated at the end of the course/rotation and reported on a semester basis.
- 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) Preclinical-separate evaluations on learning environment shall be issued to students at the end of each unit and end of the semester
 - ii) 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&2 courses

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- (1) Quantitative and qualitative data will be included in the individual course reports
- (2) For MS3 & MS4 courses
 - (1) For all required courses and elective courses, each report shall contain both quantitative and qualitative data relative only to that course.
 - (2) Aggregate learning environment reports produced for the Office of Student Affairs shall contain both qualitative and quantitative data with unedited comments.
 - (3) Aggregate learning environment reports and aggregate resident reports produced for the associate dean for graduate medical education and aggregate faculty reports prepared for department chairs shall contain both qualitative and quantitative data with unedited comments.

b) Distribution

Course reports with aggregated results where total number of responses are 4 or more are shared with faculty and other stakeholders (with an exception for away rotations). On the evaluation forms for away rotations the students will be notified that all evaluations for away rotations, irrespective of the number of responses received, will be distributed (as in point iii below) and there is a possibility that student anonymity is not protected.

- 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 dean for medical education – basic sciences
 - (4) The assistant dean for medical education – clinical sciences
 - (5) The associate dean for medical education
 - (6) The associate dean for student affairs
 - (7) The data is shared with the Student Curriculum and Evaluation Committee (SCEC) by the assistant dean of medical education, pre-clerkship during the end of course review session.
- ii) Clerkship course evaluation reports shall be sent to:
 - (1) The relevant clerkship director
 - (2) The relevant department chairperson
 - (3) The assistant dean for medical education – basic sciences
 - (4) The assistant dean of medical education-clinical sciences
 - (5) The associate dean for medical education
 - (6) The associate dean for student affairs
 - (7) 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) All 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) The assistant dean for student affairs
- iv) Aggregated learning environment reports containing a summary of learning environment quantitative and qualitative data, including unedited comments will be produced at the end of each semester/block

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- (1) Pre-clerkship learning environment reports shall be sent to:
 - (1) The associate dean for student affairs
 - (2) The assistant dean for student affairs
 - (3) The associate dean for medical education
 - (4) The assistant dean for medical education – basic sciences
 - (5) The assistant dean for medical education – clinical sciences
- (2) Clerkship learning environment reports shall be sent to:
 - (1) The associate dean for student affairs
 - (2) The assistant dean for student affairs
 - (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) The associate dean for graduate medical education
- v) Aggregated resident reports containing a summary of quantitative and qualitative data including unedited comments will be produced at the end of each semester/block and distributed to:
 - (1) The associate dean for graduate medical education
 - (2) The associate dean for student affairs
 - (3) The associate dean for medical education
- 4) Timeline
 - (1) Reports are distributed by the Office of Medical Education to the recipients as listed above after the grading is complete, typically 4 weeks after the last day of the unit/clerkship.

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