

Policy: Year 1 and 2 End of Course Review

INITIAL EFFECTIVE DATE: 2009	LAST REVISION DATE: May 23, 2025	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE <ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee
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POLICY STATEMENT
All courses and units are reviewed on an annual basis. The reviews include feedback from students and various subcommittees of the Curriculum Committee and are used to provide guidance to course directors for the future iteration of their courses.

SCOPE
This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY
To support curriculum management and evaluation.

DEFINITIONS	
TERM	DEFINITIONS

RESPONSIBLE PARTIES
Course Directors (for courses) or Unit Directors (for units) Course Coordinators Assistant Director of Assessment and Evaluation Associate Director for Academic Support Services Strand Leaders Associate Dean for Medical Education Assistant Dean for Foundational Education

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: 2009

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): May 23, 2025

Comments on Revision (*if applicable*):

Procedure: Year 1 and 2 End of Course Review

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2009	May 23, 2025	<ul style="list-style-type: none"> Curriculum Committee <ul style="list-style-type: none"> Foundational Education Subcommittee

PROCEDURE STATEMENT

- A. The course review is a four-step process (B-E).
- B. Students feedback: Students complete a survey at the end of the course/unit, which is provided to the course director (CD) and the unit director (UD) for units.
 - The survey is anonymous, and students' confidentiality is kept at all moments.
 - All faculty participating in 3 or more sessions and new faculty are evaluated.
 - Standard questions are used.
 - The CD for longitudinal courses) or UD for units are responsible for identifying any additional faculty member that should be evaluated, and any additional variables (specific questions, e.g., new pedagogy) to be included in the survey.
 - The Office of Assessment and Testing provides the CD/UD, Course Coordinator, and OME leadership with a report no later than 10 days after the end of the course.

- OME leadership includes the Director of Teaching and Learning, the Assistant Director of Assessment and Evaluation, the Strand Leader(s) for the course, the Assistant Dean for Foundation Sciences Curriculum, and the Associate Dean for Medical Education.
- The report contains:
 - Student survey responses
 - Data concerning Panopto usage
 - Data on student performance by course and educational program objectives, learning objectives, or other tagging specified by the Course Director
 - Syllabus
- C. Assessments are reviewed by the Assistant Director of Assessment & Evaluation.
 - Both formative and summative assessments are reviewed.
 - For courses with units, the Assistant Director of Assessment & Evaluation meets with the CD or UD after each unit or a longitudinal course. For courses with units, a condensed summary of all units is provided for the CD.
 - A report is provided to the CD/UD with feedback and recommendations and sent to OME leadership no later than 10 days after the end of the course.
- D. The course review comprises feedback from OME leadership.
 - OME leadership reviews the information from (B) and (C) and provides feedback to the CD/UD.
 - For each course (or unit), a meeting with student representatives is scheduled at least once every three years. Depending on the feedback above (B, C), meetings may be scheduled annually or every two years, as follows:
 - A meeting will be scheduled annually for courses/units with an overall student evaluation rating of less than 4 (out of 5) and those with significant changes (new pedagogies, changing to course level objectives, new leadership or issues identified by OME leadership or FEC).
 - A meeting will be scheduled every 2 years for courses/units with an overall student evaluation rating of less than 4.5 (out of 5).
 - Meetings above are scheduled for a duration of 60 minutes, and participants include the Unit/CD, OME leadership, Strand Leader, and the Course Coordinator.
 - During the first 30 minutes of the meeting, an analysis of student responses, pedagogies, faculty evaluations, assessment, learning outcomes, and strengths and weaknesses of the course are discussed, as well as recommendations for subsequent iterations of the course.
 - During the last 30 minutes of the meeting, students are invited to provide feedback about the course. Students are selected on a voluntary basis, and participation is coordinated by the Associate Director of Academic Support Services. Prior to the meeting, students receive specific questions about the course, which are provided by the CD and/or OME leadership. Students are expected to consult with their classmates about their learning experiences in the course and use the class feedback to discuss answers with meeting participants.
 - Issues discussed during the meeting are documented in minutes by the Course Coordinator.

In addition to, and independent of, the process outlined above, CD/UD or members of the OME leadership may conduct focus sessions with students. The Course Coordinator assists with the scheduling of these sessions.

- E. Reports are developed to close the cycle.
 - CD/UD use the information above to develop their course reflection, which is submitted to OME after course conclusion and review process (6 weeks after course ends).
 - The Assistant Dean for Foundational Education uses the different reports (CD reflection, reports from the Assessment Subcommittee, student survey, assessment report) to provide recommendations that are documented in the OME report. The OME report is sent to the CD before the next syllabus submission.
 - Reviews, recommendations, and action plans are documented in the Strand Leader and Foundational Education Subcommittee reports.
- F. The Foundational Education Subcommittee monitors compliance with this policy and reviews recommendations. Courses or units with a student rating below 4 are discussed in FEC.