



Policy on Compulsory Completion of Electronic Course/Clerkship Assessment Forms (ECAFs)

I. PURPOSE

The UCC School of Medicine (UCCSoM) recognizes the importance of the evaluation system to appraise the quality of the medical education program.

Active student participation in the process of course evaluation is one of the most important methods the School of Medicine (SoM) has to assure that all aspects of its educational program are of the highest quality. Over the past, significant curricular changes have been made in many courses as a result of this process. Active participation in the process of evaluating their own educational experiences—courses, clerkships, and faculty—prepares medical students to fulfill similar duties that they will encounter as interns, residents, and practicing physicians. Interns and residents will be asked to evaluate attendings and physicians as well as other staff and activities which are mandatory for maintenance of their credentials as specialists and professionals. Participation in evaluation of educational experiences and programs is one of the rights and responsibilities that keep the medical profession updated and strong and is a professional duty of all students of scientific disciplines.

Completion of the Electronic Course/Clerkship Assessment Form (ECAF) will be compulsory in order for the student to receive an official final grade in the course/clerkship.

II. POLICY CONTENT AND GUIDELINES

The policy establishes that beginning in academic year 2012-2013 completion of all ECAFs by the students will be compulsory.

The Curriculum Committee (CC) endorses the following guidelines in order to elicit the meaningful participation of every student in the evaluation process:

1. Every required course/clerkship will be evaluated by students.
2. The ECAF should be of reasonable length.
3. Every student is expected to respond in a professional manner to each item which he/she feels qualified to answer.
4. Strict confidentiality of responses will be assured.
5. A student's failure to respond will result in withholding his/her grade for the course/clerkship.
6. Further, a student's repeated failure to respond in a timely and reasonable fashion will be brought to the attention of the Disciplinary Board.

In the implementation of this policy, Faculty, students and administration have certain responsibilities that may include some or more of the following:

Faculty responsibilities:

1. Encourage students' active and timely completion of the ECAF with friendly reminders through the duration of the course/clerkship.

2. Inform students about the changes made to the course/clerkship based on the results of the analysis of the assessment cycle.
3. Include in the course/clerkship syllabus the following statements:

Student opinion about this course/clerkship is an essential factor in evaluating and improving the course/clerkship by recognizing both its strengths and its weaknesses. At the completion of this course/clerkship, the students will have the opportunity to evaluate both the course/clerkship itself and the teaching by professors. This confidential evaluation is conducted by the Institutional Effectiveness Office (IEO) ascribed to the Office of the Dean for Academic Affairs and will not affect evaluation of students in the course in any way. The faculty of this course encourages each student to participate conscientiously and professionally in this process.

Completion of the ECAF is compulsory and a requirement of this course/clerkship for the student to receive a final grade. The Course/Clerkship Coordinator will submit the student final course/clerkship grade to the Registrar's Office. The student final grade will not be posted in Blackboard until after the IEO notifies the course/clerkship coordinator that the evaluation window has expired. The student who fails to submit the ECAF will be referred to the Disciplinary Board. The Disciplinary Board may impose disciplinary actions depending on the seriousness of the fault that may range from a written reprimand included in the student academic record to denying the student the opportunity to register in the next academic level.

4. Course/Clerkship Coordinators should submit the Course Description Forms on time in order to enable the IEO to generate the corresponding ECAF.

Students' responsibilities:

Students should professionally, timely and actively participate in the course/clerkship assessment process.

The Student Representative should inform and encourage his/her peer student participation in the assessment cycle with friendly reminders through the duration of the course/clerkship.

1. Students are responsible to periodically revise his/her email in order to assure receipt of requests for course/clerkships evaluations.
2. Students should maintain the Registrar's Office and the corresponding institutional offices (in this case the IEO) any changes in his/her email address.
3. Students should immediately inform the IEO of any technical problems or irregularities in the evaluation process.

Administration responsibilities:

1. Inform all medical students of the importance of their opinions in the assessment process.
2. Provide feedback to students regarding curricular changes based on ratings and comments of the ECAF.
3. Assure equal opportunity to medical students to access and complete the ECAF.
4. Assure strict confidentiality of information provided by the students.
5. Develop and submit to the Faculty members periodic reports with results of the ECAF process.

III. TIMING

The evaluation period shall normally last between two (2) and three (3) weeks and end the day before the start of the examination period. Individual Departments may, with the prior approval of the Dean of Academic Affairs, extend the evaluation period to no later than the last day of the examination period.

Results shall not be disclosed to the Faculty, the Department Chair or the Course/Clerkship coordinator before final grades in the course/clerkship have been submitted and processed.

IV. CONFIDENTIALITY

1. All course/clerkship evaluation results will be confidential.
2. The information provided by the students to the IEO will be kept confidential. In order to keep anonymity the information will be used only in an aggregated manner for the development of evaluation reports.
3. The information provided by the students to the IEO will be merged in order to perform the corresponding statistical analyses.
4. Written evaluations in the form of comments shall be considered confidential to the Faculty, the Department Chair or Course/Clerkship coordinator.
5. Assessment evaluation results shall be confidential to the Faculty, the Department Chair or Course/Clerkship coordinator.
6. Assessment results may be used by Faculty, the Department Chair, Course/Clerkship coordinator or UCCSoM administration in reporting only if presented in aggregate form.

Some students will be concerned about the confidentiality of their responses to the ECAF. The student names will appear on a list of students who have completed the ECAF, so that the IEO can track compliance, but the UCCSoM will be unable to match individual responses to a name.

Specifics of the Policy and Procedures:

1. Since the completion of the ECAF by students will be compulsory, monitoring of all response rates will be the responsibility of the IEO.
2. The Dean of Academic Affairs will be responsible for referring to the Disciplinary Board any individual student who is not in compliance with this requirement.
3. At least every semester, the CC will receive a response rate report and an assessment report from IEO.
4. Any concerns with regard to course/clerkship student evaluation response rate and assessment findings will be reported immediately to the Course/Clerkship coordinator via the SoM Associate Dean of Academic Affairs.

REFERENCES:

1. LCME Accreditation Standards (Medical Program ED-47).
2. Weil Cornell University
(http://weill.cornell.edu/education/curriculum/course_eval.html)
3. School of Medicine Vanderbilt University. Student Curriculum Committee
(<https://medschool.vanderbilt.edu/scc/course-evaluation-policy>.)

Approval Body: SoM Curriculum Committee

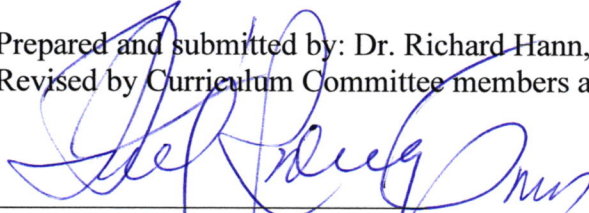
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06/17/13
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