

## **SSOM Policy on Medical Student Feedback**

### **Purpose**

This policy outlines the processes by which the Stritch School of Medicine (SSOM): a) obtains structured feedback from students on courses, clerkships, and teachers; b) systematically reviews and acts upon such feedback; and c) informs students of changes made in response to their feedback.

This policy directly supports LCME Element 8.5, which states:

“In evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers, and other relevant information.”

### **Policy**

#### **Student Evaluation of Courses and Clerkships**

Student feedback is obtained on all courses, clerkships, and teaching faculty and residents via anonymous online evaluations. These evaluations serve as a primary source of data for continuous quality improvement.

- **M1–M2 Curriculum**  
Students are required to complete all course evaluations, including items common to all courses, course-specific items, and faculty and resident evaluations (lecture, small group, and laboratory as applicable).  
Evaluations must be completed within 14 days of course completion.
- **M3–M4 Curriculum**  
Students are required to complete all clerkship evaluations, including common items, site-specific items, faculty and resident evaluations, and lecturer/small group evaluations.  
Evaluations must be completed within 14 days of clerkship or course completion.

Students must complete end-of-course and -clerkship evaluations by the indicated deadlines or they will receive a “Meets with Concerns” for Professionalism.

#### **Systematic Review of Student Feedback**

- **Review by Course Directors (M1–M2)**  
Course Directors access student feedback through the Portal and are required to review course items, course-specific items, and faculty/resident feedback annually.

- Review by Clerkship Directors (M3–M4)  
Clerkship Directors access student feedback through the Portal and are required to review clerkship-specific items and faculty/resident feedback twice yearly.
- Review by the Central Curricular Authority (CCA)  
M1–M2 course evaluation data are presented to and reviewed by the CCA at the end of each semester by the Year 1 and 2 Curricular Directors.  
M3–M4 clerkship evaluation data are presented to and reviewed by the CCA in approximately July and February by the Year 3 and 4 Curricular Directors.

Student representatives serve on the CCA and its subcommittees and provide ongoing input into curricular discussions and decisions.

- Review by Faculty/Residents  
Faculty members review student feedback available in the Faculty Information System at least annually as part of the faculty review process.  
Department Chairs review student feedback during each faculty member's annual evaluation.  
Affiliate faculty, who do not have access to the Faculty Information System, are provided student feedback at least annually by the clerkship directors.  
Residents are provided student feedback as part of their required Clinical Competency Committee reviews biannually.

### **Student Review Panels**

Student Review Panels are convened annually for each course and clerkship. Participants include Class Board members, student members of the CCA, and volunteer students from each class.

Panels review course and clerkship evaluations and narrative comments, formulate a report identifying areas of strength, opportunities for improvement, and actionable recommendations. Each panel meets with the corresponding Course or Clerkship Director to discuss prioritized feedback. The reports are then forwarded to the Curricular Year Director who meets with the student leadership to discuss overarching themes relevant to the entire clinical year and then this information is presented to the CCA. A written summary report from each Student Review Panel, including leadership responses, is maintained by the Office of Educational Affairs.

### **Course and Clerkship Inventories for Proposed Changes**

Each Course and Clerkship Director submits an annual inventory detailing proposed changes. The inventory must indicate changes that are based on student feedback. These inventories are reviewed and approved by the CCA.

### **Informing Students of Changes Based on Feedback**

- **Orientation Sessions**  
Each course and clerkship orientation presentation must include a section outlining key changes made based on student feedback, including items identified through the Student Review Panel process. Directors may also discuss proposed changes not implemented, along with rationale.
- **Summary of Changes**  
A summary of changes to M1–M2 courses, including select changes not implemented, is emailed to each class annually in Fall by the Years 1–2 Curricular Directors.  
A summary of changes to M3–M4 clerkships and courses, including select changes not implemented, is emailed annually in Summer by the Years 3–4 Curricular Directors.
- **Dean’s Leadership Council**  
Monthly meetings are held with student leadership, including Class Board members, and SSOM leadership, including Educational Deans. These meetings are opportunities to provide student leaders with updates regarding SSOM, including the curriculum, and for students’ questions regarding the curriculum to be addressed. Student leaders are empowered to disseminate information from the Leadership Council to the students of their respective classes.
- **Student Town Halls**  
The Office of Educational Affairs hosts Student Town Halls at least annually to share information about key curricular topics, solicit student input about new initiatives, and provide a venue for students to raise concerns and ask questions.

### **Monitoring and Compliance**

The CCA monitors course/clerkship evaluation completion rates, course/clerkship director attestations via the Annual Inventories for Proposed Changes, and summaries of curricular changes implemented in response to student feedback. The CCA reviews these data as part of ongoing quality assurance.

Faculty members are required to review their teaching evaluations at least annually as part of the departmental review process. Department Chairs confirm completion of this review as part of the annual faculty evaluation process.

For the affiliate faculty, it is the Clerkship Director who is responsible for reviewing and forwarding affiliate faculty student evaluation data annually. This is done at the end of the academic year and tracked on the Curriculum Inventory sheet.

<b>Reviewed by</b>	Central Curricular Authority
<b>Date of Approval</b>	12/8/2025
<b>Revised</b>	
<b>Review Cycle</b>	Every 3 Years