VUSM Course Evaluation Process Overview
This process is in place to ensure that student and faculty feedback is considered when the course director plans for the next iteration or round of a given class. If a course is offered multiple times in one academic year, steps 3 – 8 occur after the last iteration of the course in the academic year and once student feedback is combined.

Eight-Step Process

**Step 1. Survey Creation.**
The course director, who is encouraged to work with the Student Curriculum Committee (SCC), develops up to 10 questions that are specific to the course, relevant, and capable of providing data that can inform course improvement. OUME evaluation staff combines the 10 course-specific questions with the VUSM-required questions. For courses occurring multiple times in the same academic year, the same survey is launched each time the course ends.

**Step 2. Survey Distribution.**
OUME evaluation staff sends the survey to the enrolled students along with email reminders for completion (as needed). All students must answer the survey. Students who do not complete course surveys are reported to the Associate Dean of Undergraduate Medical Education and the Promotions Committee. Students wishing to opt out of a specific survey must meet with the Associate Dean for UME. The policy can be read here: [https://medschool.vanderbilt.edu/scc/course-evaluation-policy](https://medschool.vanderbilt.edu/scc/course-evaluation-policy).

At the same time the students are completing the course evaluation, the course director (CD) is asked to complete an Initial Course Review, in which the CD provides his/her own review of the course.

**Step 3. Student Review.**
A member of the Student Curriculum Committee (SCC) reviews the survey data in aggregate and submits feedback that pinpoints course strengths and weaknesses as identified by the students who completed the course evaluation.

**Step 4. Course Director Review.**
The CD reviews the course evaluation data in aggregate and provides a response to the data.

**Step 5. External Faculty Review.**
Several more groups get the chance to review the course evaluation data, assessment results, and course learning objectives. The Standing Assessment Committee (SAC) Reviewer, the Faculty Course Reviewer, and the Learning Objectives Group (LOG) Reviewer provide feedback on various aspects of the course.

**Step 6. Phase Team Review.**
The Phase Team Review is when reviewers have the opportunity to suggest actionable changes. The Phase Team meets with the Course Director and all reviewers to discuss the combined data, and submits written recommendations for actionable changes in the form of a Phase Team Report.

**Step 7. UMEC Review.**
The Undergraduate Medical Education Executive Committee (UMEC) reviews the Phase Team Report and gives feedback if needed.

**Step 8. Implementation of Changes.**
The Phase Team meets directly with the Course Director to discuss any course improvements and timelines before the next academic year. The CD then implements changes.

Questions about course evaluation? Contact Brenna Hansen — brenna.hansen@vanderbilt.edu