

BUCOM Policy on Student Course Liaisons in OMS-1 and OMS-2

Policy Information			
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Responsible University Administrator:	Provost & Vice President of Academic Affairs	President Council Approved Date:	11/21/24

1. Purpose

- 1.1. To lay out the expectations and process for student Course Liaisons during the OMS-1 and OMS-2 curriculum.

2. Policy

- 2.1. Learner feedback is critical for quality improvement of both courses and the pre-clinical curriculum.
- 2.2. Course Liaisons enhance an open line of communication between the course director and class.
- 2.3. Learners meeting specific criteria may serve as Course Liaisons in the OMS-1 and OMS-2 curriculum for one designated course.

3. Definitions

- 3.1. GPA: Grade point average
- 3.2. OMM: Osteopathic Manipulative Medicine
- 3.3. OMS-1: First year osteopathic medical student
- 3.4. OMS-2: Second year osteopathic medical student

4. Procedure

- 4.1. Course Liaison selection
 - 4.1.1. At the beginning of the OMS-1 fall semester, the class will be provided information about the pre-clinical liaison roles.
 - 4.1.2. The application process for OMS-1 learners begins no earlier than week 4 of the semester and no later than week 11 (Fall Break).
 - 4.1.3. To serve as a Course Liaison, a learner must be in good academic standing (maintaining a 2.5 GPA on a 4.0 scale) and have no history of professionalism or behavioral infractions.
 - 4.1.4. Learners may serve as a Course Liaison for a single pre-clinical course.
 - 4.1.5. Learners who wish to participate must complete a written application and submit it to the office of the Assistant Dean of OMS-1/OMS- 2 by the designated deadline.
 - 4.1.6. The application includes a ranking of preferred courses for which the learner wishes to serve as a Course Liaison.
 - 4.1.7. The applications is reviewed and organized by the Assistant Dean of OMS-1/OMS- 2 to develop a list of interested learners and their courses of interest.



- 4.1.8. The Senior Associate Dean for Academic Affairs works with the Assistant Dean of OMS-1/ OMS-2 to vet this proposed list for any applicants with academic or professionalism concerns.
- 4.1.9. Course Directors are provided a list of applicants for their course along with their written applications.
- 4.1.10. Course directors have the option of selecting a group of 3-5 learners to serve as Course Liaisons.
 - 4.1.10.1. Course Liaisons selected in the fall OMS-1 year serve throughout the OMS-1 year (e.g., fall and spring semesters).
 - 4.1.10.2. At the end of the OMS-1 spring term, a second application process will be held.
 - 4.1.10.3. A similar process for vetting for the rising OMS-2 class is followed (see section 4.1 Course Liaison selection).
 - 4.1.10.4. OMS-2 Course Liaisons are selected and serve during the OMS-2 fall and spring semesters.
- 4.1.11. Course Directors submit their Course Liaison selections and a ranking of alternates to the Assistant Dean for OMS-1/OMS-2.
- 4.1.12. The BUCOM Division of Academic Affairs makes a formal announcement and notifies the class and faculty via email about the selections of Course Liaisons.
- 4.2. Course Liaison term
 - 4.2.1. After selection, Course Liaisons serve in one course longitudinally during that academic year.
 - 4.2.2. If a Course Liaison falls out of good academic standing or is identified as having professional or behavioral concerns that impede their ability to serve, this results in termination of the Course Liaison role so as to allow the learner to focus on their studies.
 - 4.2.3. An alternate from the original list may be asked to fill the spot (see 4.1.7).
 - 4.2.4. If a learner did not apply in the original Course Liaison application cycle, they may apply in the spring OMS-1 application process (see Section 4.1 Course Liaison selection).
- 4.3. Course Liaison responsibilities
 - 4.3.1. Newly appointed Course Liaisons meet for a mandatory live group introduction regarding duties and expectations led by Course Directors and an administrative Dean.
 - 4.3.1.1. This meeting ideally occurs within 2 weeks of their appointment in the fall (OMS-1 class) or 2 weeks of the start of the fall semester (OMS-2 class).
 - 4.3.2. Course Liaisons must meet formally with their Course Directors at the start of their term to discuss faculty and liaison expectations and plans for communication.
 - 4.3.3. At the end of each semester, Course Liaisons meet with their faculty to provide feedback on semester course events.
 - 4.3.4. Course Directors should factor in this information when performing the end-of-semester formal course evaluation.
- 4.4. Course liaison code of conduct
 - 4.4.1. Course Liaisons serve at the discretion of the Course Directors and Deans.
 - 4.4.2. Course Liaisons are conduits of information between the Course Directors and class.
 - 4.4.3. Course Liaisons do not have authority to make changes to the course, schedule, activities or any other aspect of a course.
 - 4.4.4. Course Liaisons shall not hold themselves out to their class or anybody else as having decision-making powers within a class or the curriculum.



- 4.4.5. Non-adherence or unprofessional behavioral will result in the termination of Course Liaison status.
- 4.4.6. Course Liaisons are free to withdraw from this role at any time after providing a 2 week written notice.
 - 4.4.6.1. The Course Liaison is responsible for sending an email to the Course Director(s) of record and the Assistant Dean of OMS-1/OMS-2 informing them that they wish to step down.
 - 4.4.6.2. The Course Director may then select an alternate from the original vetting list (see section 4.2.3)

5. Related Information

- 5.1. COMBOD.1026: BUCOM Student Promotion
- 5.2. Course Liaison Application Form