Office of Academic Affairs (OAA)

• Manages day-to-day delivery of curriculum
• Monitors to assure college/university policies and procedures are followed
• Helps to monitor for accreditation standards
• Collaborates with Curriculum Committee, faculty, other colleges, Office of Student Affairs, Institute for Medical Educators, Academic Informatics, etc.
The OAA (and associated) teams

• Associate Dean of Academic Affairs
  • Dr. Ed Junkins

• Associate Dean, Pre-Clinical Education
  • Dr. Jerry Thrush

• Assistant Dean of Longitudinal Curriculum and Experiential Learning
  • Dr. Ed Barnes
The OAA (and associated) teams

• OAA pre-clinical staff
  • Manager
    • Lara McMahon
  • Assessment specialists
    • Mary Casillas (COMP Pomona); Linda Hutchins (COMP Northwest)
  • Curriculum specialists, classroom support
    • Mindy Utley (COMP Northwest); Danielle de los Cobos and Efrain Aguirre (COMP Pomona)
Linda & Mindy

Danielle, Efrain, Lara, Mary, & Dr. Thrush
The OAA (and associated) teams; cont.

• Clinical Education
  • **Drs. Katie Fisher** and **Jim Bell**, Directors, Clinical Education, COMP Northwest
  • **Dr. Natalie Nevins**: Director, Clinical Education COMP Pomona

• Standardized Patient/Medical Simulation
  • **Sandra Garner** - Senior Director
  • **Tim Jaeger** - COMP Northwest

• Associate Dean of Interprofessional Leadership, Assessment and Compliance
  • **Dr. Susan Mackintosh**

• Assistant Dean for Medical Education-COMP Northwest
  • **Dr. Louise Muscato**
Communication related to the curriculum:

- compreclinical@westernu.edu
- compnwpreclinical@westernu.edu

- **RARELY** send e-mails directly to an individual OAA member or to the students as a whole
Faculty roles and responsibilities
COMP faculty handbook

  - Office Hours
  - Procedures for Conducting Classes and Examinations
  - Responsibilities of Course/System Directors
  - Examination Policies
  - Grading Procedures and Credit Hours
  - Standards of Satisfactory Progress
  - Academic Advisement
  - Student Club Advisement
  - Faculty Attendance and Absences
COMP faculty handbook


  - **Office Hours**
    - Faculty should be available to students
      - Discussion boards, e-mail
      - Office hours
        - In person
        - Phone
        - Lync
COMP faculty handbook


  - Office Hours
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COMP faculty handbook


- **Courses and Systems**
  - Most lectures are recorded (Echo)
  - Podium computers “live” (FERPA and sensitive documents)

- **Shared Curriculum**
  - Podiatry, Dentistry, and Optometry
  - ECM, OPP, and IPE

- **Documents posted** in SharePoint or Blackboard (depending on the course)
  - 72 hours before the scheduled lecture
COMP faculty handbook


Exams

- Mostly computer-based testing (ExamSoft)
- Pre-Clinical run the shared curriculum exams
  - No “content” questions answered during exam
- OAA pre-clinical releases scores into APP, runs “test challenge” process
- Faculty must submit questions **3 weeks** before the scheduled exam
- Pre-test and post-test review of exam questions by faculty
COMP faculty handbook


• Office Hours
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COMP faculty handbook


- **Faculty Attendance and Absences**
  - Because of team-taught courses and the Shared curriculum, very difficult to reschedule lectures
  - Work with OAA to reschedule OR, record lecture
SharePoint site/calendar

- [https://mydocs.westernu.edu/SitePages/Home.aspx](https://mydocs.westernu.edu/SitePages/Home.aspx)
- Contact **OAA pre-clinical** for training
- SharePoint is used for:
  - lecture/course document posting
  - exam question submission site
  - Committee documents
“During the course issues” and recommendations

- Streaming issues (HaiVision)
  - contact OAA/IT
  - Allow 5 minutes or so to decide what next
    - Switch to LYNC streaming
    - If Echo streaming not working, begin lecture,
      - Echo recorded for students on the opposite campus to view

- Podium
  - Batter’s box and cameras
“During the course issues” and recommendations

• Lecture time

  • 50 minute block (usually)
  • required lectures cannot go into noon hour (unless scheduled)
Questions?

TEACHER

- What my friends think I do
- What my mom thinks I do
- What society thinks I do
- What students think I do
- What I think I do
- What I really do