



Journeys in Self-Study Development for New Medical Schools

Use of an automated system to develop
and review the COM Self-Study for
Accreditation.

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Discussion Topics

- Who are we?
- What were we doing and how?
- What challenges we faced and the solution?
- How did this address our challenges?
- Did this automated system truly help?
- Suggestions for improvement



Who are we?

Marian University College of Osteopathic Medicine



- First College of Osteopathic Medicine in Indiana. *Est* 2013
- Fully Accredited as of April 2017
- Inaugural class will graduate **NEXT WEEK!**



What were we doing and how?

Creating Annual Self-Study for submittal to the COCA for Accreditation

- How did we do this in the past?
 - 8 Faculty/Administration-led “Teams” were selected by the COM Deans to write narrative responses to the COCA Standards and compile the supporting documents included in the self-study.
 - Team leaders and their chosen team members used Word® to write the narrative and uploaded supporting documents to Intranet Portal for review
 - Team leaders then reviewed each standard and suggested edits via Word®
 - Final approved document was converted to PDF for submittal to COCA and review by the Evaluation Team (required)



The Challenges – the Mega PDF!

For Self-Study Writers...

- 2700+ pages (in 2015 with 2 years left to full accreditation)!
- Tedious to put together, impossible to edit
- Too many “cooks” in the kitchen at the same time
- Duplication of efforts – time consuming



The Challenges – the Mega PDF!

For Evaluators...

- 2700+ pages
- Difficult to review - time consuming
- MANY appendices
- Hard to locate supporting documents
- Issues with links embedded within the PDF



Considerations

Simplify the Self-Study Writing, Review *and* Evaluation Processes

- Research, selection and development of an automated tool
 - Ease and accuracy of creation, tracking and evaluation of our progress toward full accreditation and beyond
- How did we do this?
 - Looked at the current systems already in place at MU for accreditation and performance review
 - Tk20® system had the basic components needed to create, edit and evaluate our self-study
 - Needed to be adapted to the needs of the COM and standard requirements



The Solution

Tk20[®] to the Rescue!

- Tk20[®] Project Coordinator assigned to MU-COM for Accreditation Management
- Specialized training provided to all users (improved timeline for completion)
- Tk20[®] team uploaded previous year's self-study for reference while writing
- Tk20[®] pre-populated COCA Standards in 2016 *and* 17 accreditation site
- Help Desk available to assist with issues in setting up Self-Study site



The “Big Questions”

- Did the automated system actually help?
- What are the suggested improvements?



Self-Study Writer (Team Leader) Feedback: Strengths

- *Multiple people can review the same document at the same time. Avoids the possibility of having multiple versions of a document in circulation.*
- *I felt it was easy to use, ONCE you learned the variables needed for entry of data. I really liked the drag and drop process for evidence.*
- *Easy to read the standards and organize attachments*
- *As long as the individual standard is not "locked," it is very convenient for team members to review and edit narratives, as well as upload evidence.*
- *All materials are available online to accreditors.*



Evaluator/Reviewer Feedback

- *Everything was accessible from one location.*
- *Links to evidence*
- *Overall, a great program for putting all important information in one place.*
- *Once I saw the other site visitors using Tk20[®], it made more sense to me as to how to implement it to my advantage. It was a good tool but, for some reason, a little complicated in getting to know it*



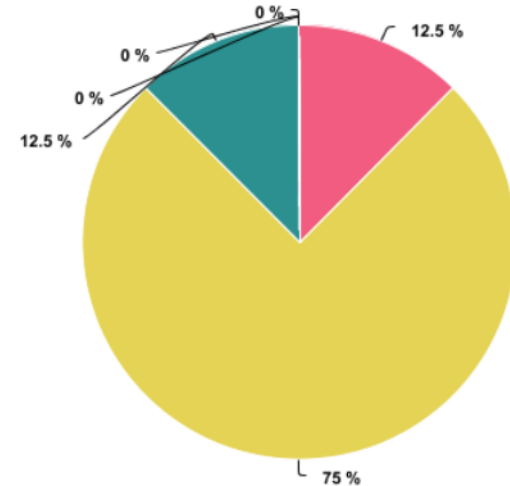
Survey responses of 2017 Self-Study Writers



Evaluations

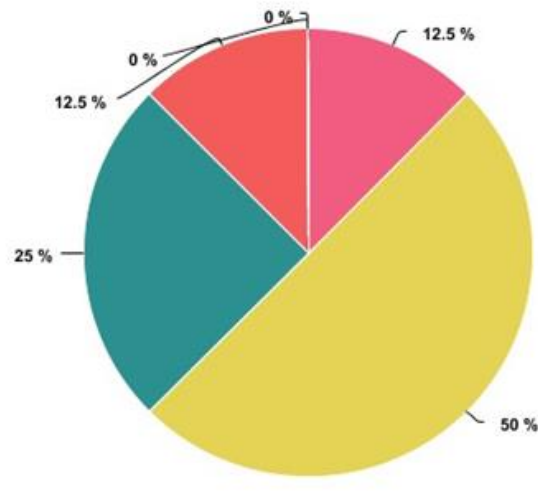
Instructions provided to navigate Tk20[®] were adequate.

Response	# Respondents	Percent
Strongly Agree	1	12.5%
Agree	6	75%
Neutral	1	12.5%
Disagree	0	0%
Strongly Disagree	0	0%
N/A	0	0%



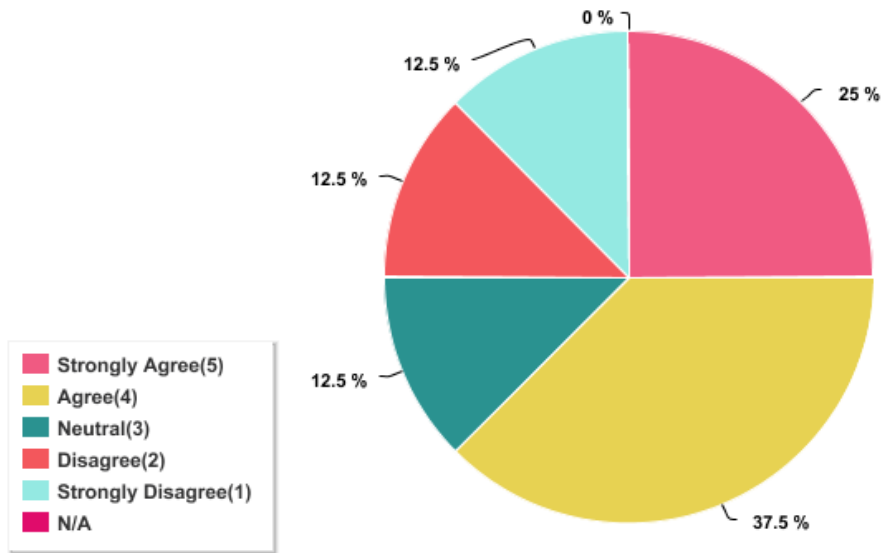
Accessing the Accreditation Management site was easy.

Response	# Respondents	Percent
Strongly Agree	1	12.5%
Agree	4	50%
Neutral	2	25%
Disagree	1	12.5%
Strongly Disagree	0	0%
N/A	0	0%



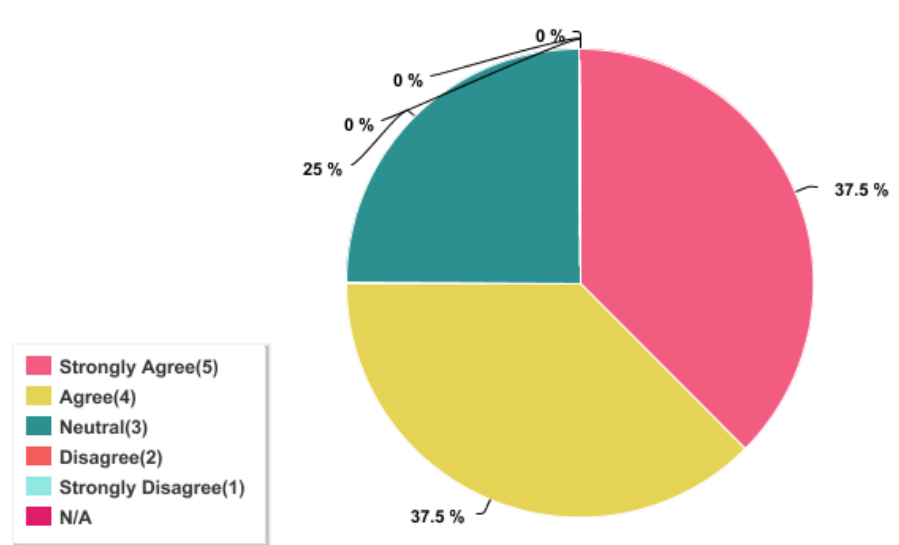
The manner in which to add/edit the narrative was easy.

Response	# Respondents	Percent
Strongly Agree	2	25%
Agree	3	37.5%
Neutral	1	12.5%
Disagree	1	12.5%
Strongly Disagree	1	12.5%
N/A	0	0%



Uploading evidence to support the narrative was easy

Response	# Respondents	Percent
Strongly Agree	3	37.5%
Agree	3	37.5%
Neutral	2	25%
Disagree	0	0%
Strongly Disagree	0	0%
N/A	0	0%



The Breakdown

More than 70% of MU-COM Self Study Steering Committee members **agreed or strongly agreed** that training/instructions provided, accessing the site, and uploading/editing the narrative was easier using Tk20[®]



Survey Responses

Responses from COCA Evaluators who participated in the site visit at MU in Feb 2017 (*first-time users*)

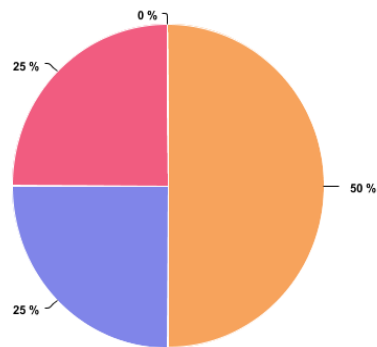


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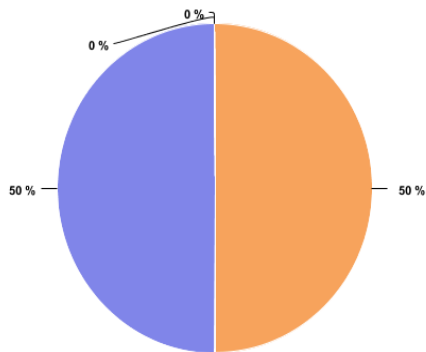
www.marian.edu

Please indicate which Self Study format you used to review MU-COM

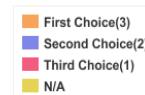
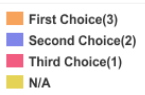
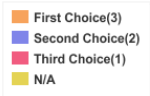
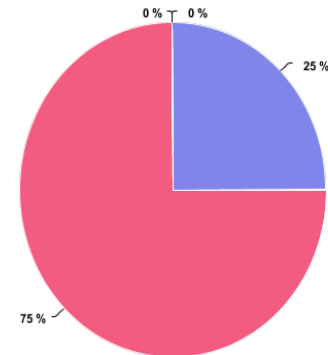
Tk20 Shared Site



Electronic (pdf)

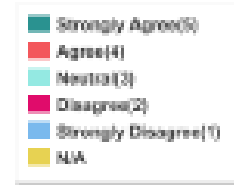


Hard Copy



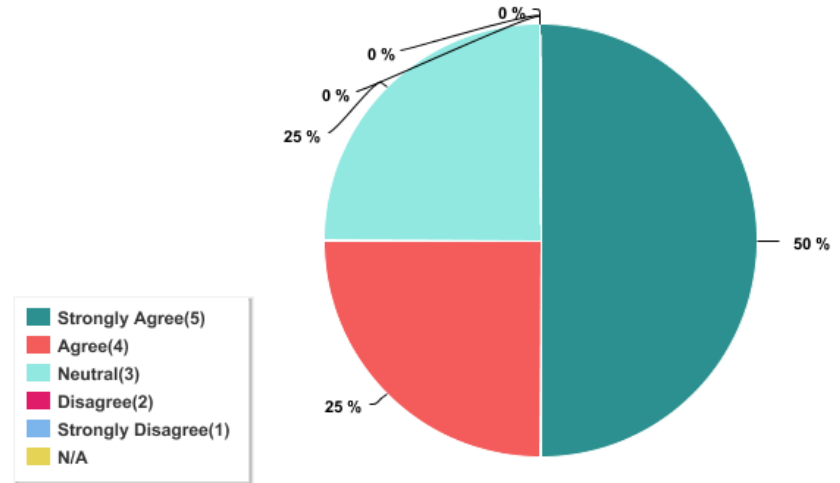
Instructions provided to navigate Tk20 and through the self-study were adequate

Response	# Respondents	Percent
Strongly Agree	2	25%
Agree	4	50%
Neutral	3	25%
Disagree	0	0%
Strongly Disagree	0	0%
N/A	0	0%



Accessing the self-study via the Tk20® Shared site was convenient.

Response	# Respondents	Percent
Strongly Agree	2	50%
Agree	1	25%
Neutral	1	25%
Disagree	0	0%
Strongly Disagree	0	0%
N/A	0	0%



Navigation between the narratives and evidence was easy.

Response	# Respondents	Percent
Strongly Agree	1	25%
Agree	2	50%
Neutral	1	25%
Disagree	0	0%
Strongly Disagree	0	0%
N/A	0	0%



The Breakdown

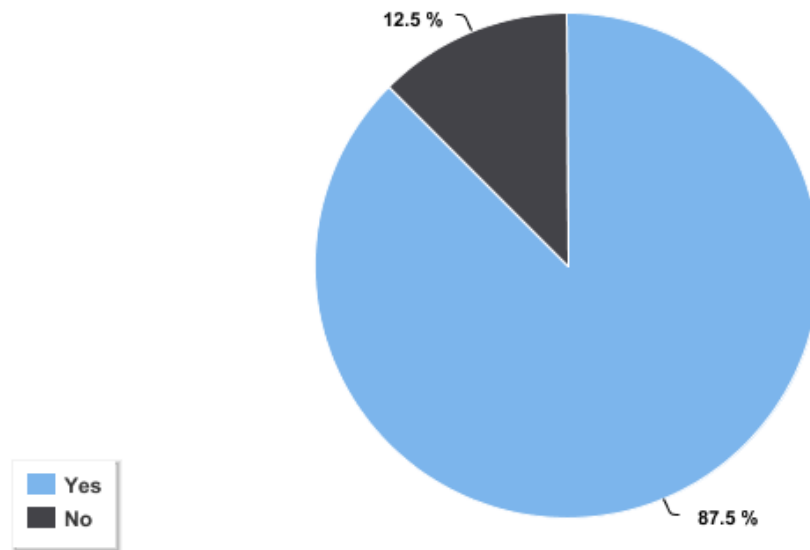
Half of the reviewers chose Tk20[®] as their 1st choice of format to review MU-COM's Self-Study

Response	# Respondents	Percent
First Choice	2	50%
Second Choice	1	25%
Third Choice	1	25%
N/A	0	0%



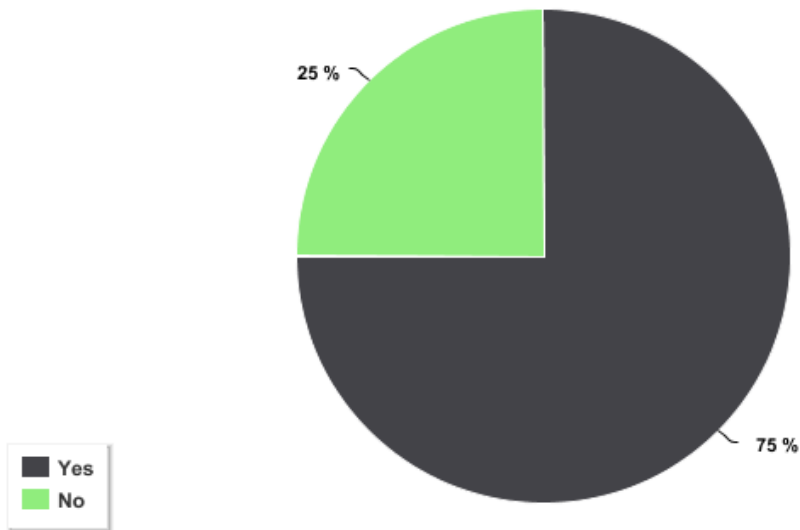
Final Analysis: Team Leaders/Writers

Nearly all of the Team Leaders/Writers would recommend Tk20[®] to colleagues developing their self-study



Final Analysis: Reviewers

Nearly all reviewers would recommend Tk20® to other schools who are developing their self-study



Suggested Improvements

- *Ability to make notations/concerns for later review/confirmation*
- *Sometimes the system is a little funny depending on which browser you're using.*
- *The editing features are clunky.*
- *“When I ‘save’ edits to any standard and wish to proceed to the next consecutively numbered standard, the system takes me back to the beginning. It would be more convenient if the system returned me to the numerical list where I last completed edits in the same session.”*
- *Quick recall of where attachments are located if used between standards*
- *“Would be neat to have edits tracked/highlighted prior to an approval.”*
- *Improve editing options: spell-check, search throughout complete document, better pdf creation, improve formatting shifts, and allow editors to scroll seamlessly through entire document. Essentially, become a word document online with a repository.*



Thank You!

Questions/Comments?



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