

# Learning Environment Reporting Procedures

## Nominating/Reporting

If a student wishes to nominate a positive champion of the learning environment, report an experience of mistreatment or any circumstance that impacts the learning environment, or report a curricular opportunity, the student should use one of the reporting forms found on the class canvas pages. (Although the links are on Canvas, students should note that the forms themselves live in Qualtrics, so complete anonymity is ensured.. The Warren Alpert Medical School of Brown University (AMS) encourages confidentiality rather than anonymity, so that a reporting student can be provided with follow-up, or more information can be obtained if necessary). Links to these forms are also available on course, clerkship, and elective evaluation forms.

*Positive Champion Nominations:* When a positive champion form is submitted, it is routed directly to the Associate Dean for Student Affairs and the Director of Assessment and Evaluation. Nominations are reviewed twice during each academic year, and champions recognized for their work with AMS students.

*Learning Environment Forms/Student Mistreatment:* When a learning environment form is submitted, it is routed directly to the Associate Dean for Student Affairs, who chairs the Executive Committee of the Committee on the Learning Environment (COLE). The Executive Committee also consists of the Senior Associate Dean for Medical Education, the Associate Dean for Medical Education, the Associate Dean for Diversity and Multicultural Affairs, the Senior Associate Dean for Academic Affairs, in addition to the Associate Dean for Student Affairs.

The Associate Dean for Student Affairs reviews all learning environment forms as they come in to monitor for any incidents that need to be addressed by the Executive Committee immediately, or for any reports of sexual or gender-based harassment or violence that need to be forwarded to the [Title IX office](#). When a report is forwarded to that office, it ensures that Title IX will have the information for tracking purposes, and, if the reporting student provided their name and email address, that the office will send the student information about available resources. No investigation will move forward without the student's explicit consent unless there is a threat to community safety.

If a reporting student provides their name, a member of the Associate Dean for Student Affairs may reach out to the student to check in, to gather more information if needed, and to provide follow-up, if appropriate.

The Executive Committee of COLE reviews all reports on a monthly basis to determine next steps and to ensure that appropriate follow up is happening on previously submitted reports. The next steps may include discussions with the reported individual; the individual's supervisor or Department Chair; the individual's course, clerkship, sub-internship or elective director; and/or the Assistant/Associate Dean for Medical Education as appropriate by class year.

The COLE Subcommittee on the Learning Environment, a group of students and faculty who alongside the Executive Committee, meet on a quarterly basis to review a summary of reports, to discuss follow-up, and to help implement next steps on a more systemic level (e.g., develop training sessions for students and faculty in a needed area).

*Curricular Opportunity Reports:* When a curricular opportunity report is submitted, it is routed directly to the Associate Dean for Student Affairs and the Director of Assessment and Evaluation. The report is

forwarded by the Director of Assessment and Evaluation to the appropriate Assistant/Associate Dean in the Office of Medical Education for further discussion and a determination of next steps.

*General:* COLE is responsible for compiling a yearly report to allow students, faculty and staff to see areas in which our learning environment could be improved, as well as ways in which it is already improving and doing well.

If a student has a concern about a member of the Executive Committee who will be receiving or reviewing the reporting forms, and is not comfortable submitting a form about that individual, the student should reach out to a different member of the Executive Committee, to one of the COLE student or faculty representatives, or to another resource (listed below) to help them decide how to address that particular issue.

### Resources

If a student is wondering whether to report an incident, or wants to discuss a reported incident, the student should consider first discussing the issue with their Mary B. Arnold or other faculty mentor. Students can also speak with anyone with whom they feel comfortable in the Offices of Student Affairs, Diversity and Multicultural Affairs, or Medical Education. These staff and faculty can help students navigate next steps and offer support and resources.

Additionally, there are many resources available if students want to talk through anything learning environment related in a confidential fashion, as follows:

- [Brown University Ombuds Office](#) (401-863-6145)
- For a Title IX issue - [SHARE Advocates](#) (401-863-2794) or the sexual assault response line (401-863-6000), which is available 24 hours a day
- [Office of the Chaplains and Religious Life](#) (401-863-2344)
- [Counseling and Psychological Services](#) (CAPS) (401-863-3476)
  - Laurice Girouard is the AMS-specific CAPS therapist

Any questions related to the Learning Environment should be directed to the Associate Dean for Student Affairs.

*[Policy No. 03-06; also found in the Medical Student Handbook, Section VII: The Learning Environment]*