

# College of Pharmacy

# QUALITY ASSURANCE

# FOR COURSE REVIEW

**Related Policies**

College of Pharmacy Course Review Policy

**Effective:** February 2008**Last Updated:** March 31, 2009**Responsible University Officer:**

Senior Associate Dean for Professional Education

**Policy Owner:**

Educational Policy/Peer Review Committee

**Policy Contact:**

Director, Professional Curriculum

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## Procedure

- The Educational Policy/Peer Review Committee (EPC) and the Senior Associate Dean for Professional Education are responsible for conducting an ongoing quality assurance (QA) for the Course Review Process.
- Quality Assurance Reports are developed by the Division of Professional Education and provided to the EPC at least annually, along with recommendations for improvement of the process.
- During the QA process, the following items will be collected, reviewed and updated:
  - the Course Continuing Quality Improvement Process Blueprint, which demonstrates how each element of the CoP Course Review Process is operationalized within the Course Report and the Evaluation Forms
  - the Course Review Rotation schedule,
  - instructions to Course Directors, Departments and Committees,
  - due dates,
  - Reporting and Evaluation Forms,
  - efficiency and effectiveness metrics.
- At the conclusion of the academic year, the EPC will request feedback from Course Directors and Departments.
- Following examination of feedback and Quality Assurance Reports, changes will be made as deemed necessary by EPC and the Senior Associate Dean for Professional Education. The Assessment Committee will be notified of the completion of the process and major changes.