

Monitoring Performance of PharmD Students for Early Signs of Academic Difficulty



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Effective: *June, 2015*
Last Updated: *September 2019*

Responsible University Officer:
Associate Dean for Professional Education

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Policy Owner:
College of Pharmacy

Policy Contact:
Office of Student Services

Policy Statement

In order to monitor and provide corrective guidance for PharmD students, the college collects midpoint student performance data from faculty. These data are also used by the Professional Education Division (PED) to determine potential corrective actions in the PharmD curriculum.

Reasons for Policy

- 1) Standard 17.2 of the Accreditation Council for Pharmacy Education's (ACPE) Standards 2016 stipulates that the College will have a system of monitoring student performance that provides for early detection of student academic difficulties.
- 2) Prior to establishment of this policy, voluntary faculty reporting of student performance to OSS at mid-term has been variable, providing OSS with an incomplete picture of a student's overall progress at midterm.

Procedures

1. **Faculty notification:** Teaching, Learning and Assessment (TLA) staff will identify the midpoint of each course and communicate those dates to OSS staff at the beginning of each semester. OSS staff will send a notification to Canvas TAs at the midpoint of the course. The notification will include a Google Form that asks the TAs to indicate students who are performing at a level of D or below at the midpoint of their class. Canvas TAs will notify the Assistant Director of TLA when completed. The Assistant Director will send the faculty and academic advisors the list of identified students and request additional considerations (mitigating factors, such as the percentage of graded points completed in the course or whether the course will increase in difficulty.)

2. **OSS review and action:** OSS staff will review the spreadsheet. Using knowledge of the student's situation, OSS staff will reach out to students who have been identified and one of the following actions will be taken: 1) communication to student indicating that the early warning system has been triggered with an offer of both consultation and support, or 2) Communication to student requesting a meeting with an OSS staff person. All communication with students will include information on tutoring services and other relevant forms of student support. Consistent with ACPE Standard 17.2, OSS will work with individual students to develop and implement appropriate interventions that have the potential to successfully resolve the academic issues identified.
3. **Office of Assessment & Research review of student performance:** OAR staff will use data in a longitudinal fashion to monitor trends in student performance in the PharmD curriculum and make appropriate recommendations to course faculty.

Forms/Instructions

No additional forms or instructions accompany this policy.

Additional Contacts

Subject	Contact	Phone	Fax/Email
Questions regarding this policy	Office of Student Services	612-624-2649	haegx002@umn.edu
Questions regarding TLA responsibilities	Professional Education Division	612-626-3772	dede@umn.edu

Definitions

No terms in this policy warrant additional definition.

Responsibilities

Teaching, Learning and Assessment (TLA)

1. TLA is responsible for identifying the midpoint of each PharmD course, and for sending a notification to course faculty on behalf of the Associate Dean of Professional Education.
2. TLA Canvas TAs are responsible for gathering the performance data, completing the Google Form, and notifying the Assistant Director.

Office of Assessment & Research (OAR)

1. OAR will also report to the Assessment Committee and Central Council which courses have a particularly high number of students falling within the lowest quartile.

Office of Student Services (OSS)

1. OSS will contact students experiencing academic difficulty in an attempt to ascertain the cause of the challenges to the student's academic performance, and to work with the student to develop and implement interventions as appropriate to overcome these challenges.

Appendices

No appendices accompany this policy.

Frequently Asked Questions

No FAQs accompany this policy.

Related Information

College of Pharmacy Policy: Academic Remediation for PharmD Students