

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Office of Professional Curriculum
College of Pharmacy

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TO: Fall 2009 Course Directors

RE: Fall 2009 Course Report and Course Review Process

Overview

It is time for you, as course director, to create a course report for Phar 6122: Pharmacotherapy II, Finnin. As you know, once every four years, each required course in the PharmD curriculum undergoes a "course review." This review is intended to assist you and the college in a number of ways. A primary purpose of the review is to assist you in gaining both a structured reflection upon your course – the content, learning strategies employed, student assessment and evaluation data – and an how it fits within the wider pharmacy curriculum – how well content is articulated with related courses and the relevance of the content. In addition, the review process provides you with useful feedback – from college administration, fellow faculty, and students – in reaction to the "course report" document you create.

Equally as important, the course report and subsequent reviews help to ensure that our curriculum is effective, well-articulated, cohesive and relevant to the needs of our students. Thank you for participating in this process!

The Course Report and Course Review Process

The process begins with you, as course director and collaborating with any section directors and instructors in the course, completing the attached "Pharmacy Course Report" form. Once you have completed this form (and any associated appendices), you will forward your completed document(s) to the Office of Professional Curriculum. The Office of Professional Curriculum will distribute the document to two distinct groups for review/critique: your academic department and the Student Curriculum Council. Each group, using an evaluation form unique to each group, will review and comment on your course report. Upon completion of their review, each group will forward their review to the Educational Policy Committee for final review.

Resources

As you create your course report, you may find several documents useful as reference material. The following URL contains links to the following:

- Course Review Policy;
- Course Review Process;
- Course Review Procedures, including Course Review Submission, Quality Assurance for Course Review and Management for Course Review;
- Course Review Evaluation Forms applied to the course report by academic department and the Student Curriculum Council;
- Course Review Rotation Schedule;
- Contact information for support when creating your course report.

<http://www.pharmacy.umn.edu/pe/oe/opc/home.html>

The Course Report and Review Timeline:

Please submit your course report on or before _____.

Your course report will be reviewed during the period from _____ to _____.

The Educational Policy Committee is to receive all reviews of your course by: _____.

Thank you for your timely assistance with this process. The college, including your colleagues and students, will all benefit from the effort you put into creating a course report that fully describes the status of this course!

Sincerely,

Robin Stouder
Director of Professional Curriculum