

College of Pharmacy

COURSE REPORT

SUBMISSION


Related Policies

College of Pharmacy Course Review Policy

Effective: *February 2008*

Last Updated: *May 6, 2010*

Responsible University Officer:

Senior Associate Dean, Professional Education

Policy Owner:

Educational Policy/Peer Review Committee

Policy Contact:

Director, Professional Curriculum

Procedure

- A course is reviewed every four years according to the Course Review Rotation Schedule. Courses are reviewed in the semester following their offering.
- A Course Report will be completed by the Course Director. The Course Report should include the following:

Course Overview:

- **Course Status:** This section of the report is a 1 paragraph summary of the current status of the course. Course Directors (and Section Directors, if used) are specified, along with other relevant support individuals. Current new initiatives, particularly since the last review, are described.
- **Course History:** This section of the report is a 1-2 paragraph summary of the changes in the course in the last 4 years.
- **Course Design Summary and Course Mapping:** A grid (see Appendix A) will be used to summarize the desired outcomes of the course (both professional and general abilities) and the learning and assessment methods used to achieve those objectives, as well as the evaluation.

Course Content:

- **Summary of Student Ratings (Course Evaluations):** A brief summary of the course's relative strengths and weaknesses is provided as gathered from the student course evaluations. Detailed about the course evaluation will be provided as an appendix.
- **Summary of Content:** Commentary on appropriateness of the depth and breadth of the course content, including its relationship to other courses in the curriculum. Commentary on the inclusion of outside content experts where it is necessary to enhance content
- **Summary of Teaching/Learning Methods:** A summary of the appropriateness and effectiveness of the teaching/learning methods employed in the course. In particular, commentary on whether active forms of learning are utilized and to what extent, and whether course learning methods enable students to transition from dependent to active, self-directed learners. Also, commentary on whether students have opportunities to

directly interact with patients in the courses or to interact or collaborate with other health care professionals.

- **Summary of Assessment Methods:** An summary of the appropriateness and the effectiveness of course specific assessments of student learning (e.g. exams, quizzes, assignments), including evidence to show that student feedback is provided in a frequent, systematic, and timely manner. Commentary on whether the grading system used in the course is stated in the syllabus, reliable, objective, and based on various types of learning activities.
- **Summary of Student Learning Outcomes and Summary of Equivalency:** A summary of the successfulness of the course in achieving its intended outcomes, including a discussion of course grades. This analysis will include a description of student learning assessments and course evaluations separated by campus. Any other evidence of equivalency should also be stated. This might include information on accessibility of instructors on each campus, student assessment of teaching and learning methods from each campus's perspective.

Summary of Changes/Action for Next Offering:

- **Course Revisions.** This section of the report should list each intended course revision and provide a description of the rationale or impetus for each revision. In addition to the rationale, implications/associated changes related to course outcomes/objectives, learning strategies, assessment strategies and evaluation should be elaborated.

Appendices: Required appendices include the course syllabus from prior review and the current course syllabus. Also required is the data from the course-related (not instructor) evaluation questions from the most recent course evaluation and an updated copy of the Course Map. Additional appendices may be included at the discretion of the Course Director. Course evaluations should include questions on content, teaching/learning methods, assessment methods, timely feedback, achievement of learning outcomes, separately for each campus.

- The most current Course Map and Course Evaluation data will be supplied to the Course Director to aid in the review.
- The course report, including all appendices, must be provided as a single PDF file.
- The Course Report is due on June 15th for spring courses and January 30th for fall courses.