College of Pharmacy
MANAGEMENT FOR COURSE REVIEW

Procedure

The Division of Professional Education is responsible for management of the Course Review Process, as directed by Policy, Procedures and EPC. The Division will:

- Maintain a website with policy/procedures information, forms and contacts,
- Monitor the Course Rotation Schedule,
- Initiate the process with Course Directors, supplying instructions, forms, course evaluation data and the Course Map,
- Track completion of Reports and Reviews, following up with individuals and group as needed,
- Distribute Reports, Reviews and Evaluations and maintain archives of these documents,
- Maintain and update policies, forms and instructions,
- Compile efficiency and effectiveness data,
- Assist in the Quality Assurance process.