



Procedure for Request of Professional Students in CE Online Courses

Related Policies

Support for the Professional Program

Effective: Fall 2009**Last Updated:** May 2009**Responsible University Officer:**

Dr Charles Taylor, Senior Associate Dean for Professional Education

Policy Owner:

OPC – Office of Professional Curriculum

Policy Contact:

Robin Stouder, Director of Professional Curriculum

Procedure

Procedure for Request of Professional Students in Continuing Pharmacy Education Online Courses Office of Educational Program Development – Continuing Pharmacy Education

Continuing Pharmacy Education (CPE) provides online continuing education courses to licensed pharmacists. These courses are often developed with assistance of faculty members from University of Minnesota, College of Pharmacy. Because of this, there are times where faculty members of the University of Minnesota, College of Pharmacy may determine it is appropriate for professional students to participate in a course, or a portion of a course, offered by the CPE office to help supplement their own in class materials.

Note: Professional students **MUST** be enrolled in an approved pharmacy course that follows the policies and procedures within the Office of Professional Curriculum.

Online continuing education courses offered by the CPE office are ACPE® (Accreditation Council for Pharmacy Education) accredited, and therefore must adhere to strict requirements to maintain the *Accreditation Standards for Continuing Pharmacy Education*. The request for non-CE participants to be concurrently enrolled in the same course has created administrative challenges for compliance with ACPE Standards. Unfortunately, we are unable to deviate from these standards, and therefore can not customize the course for professional students within the same course management site (Webvista); nor utilize the same participate surveys/course evaluations (via SurveyMonkey).

We understand that the material may be very beneficial to professional students or non-CE participants, and therefore we have provided an alternative option for this situation.

Each course has a Course Director and possibly several instructors. In the majority of situations, the CPE office does not own the content provided for any course but rather it belongs to the instructor(s) of the

material, therefore permission to use this material must be requested from the appropriate instructor(s). To help with this process, a request must be made to the Course Coordinator in the CPE office via email.

Once the request is made and approved, the Course Coordinator will request the course site be copied for professional student use. The new site will be housed with the Office of Professional Curriculum. After the site duplication has been requested, all references made to the CPE office and its staff, including the Course Coordinator, forms, tech support, orientation or any other CPE specific information will be removed. Content, quizzes, self-tests and assignments can remain the same.

The CPE office will **not** be responsible for any course delivery/management of the course site for professional students, this includes:

- Sending emails to professional students
- Student registration, monitoring, management and/or grade submission
- Triage or responding to questions regarding content or technology help
- Adding/removing students, TAs, or other designers in the WebVista site
- Updating, changing, adding or deleting of content, including quizzes, self-tests, handouts or presentations.
- Setting selective release, quiz or assignment due dates

The faculty member/instructor(s) will be responsible for the course, including:

- Student monitoring, management, and grade submission
- Responding to questions regarding content or technology help
- Adding/removing students, TAs, or other designers in the WebVista site
- Setting selective release, quiz or assignment due dates
- Working with the Office of Professional Curriculum and Director of Professional Curriculum, (Robin Stouder, stoud001@umn.edu or 612-625-3936) after initial request of site duplication. This includes requesting a different site for a new semester, adding/removing students, TAs, or other designers in the WebVista site.

If you have any questions please contact:

Nicole Kast

Director, Educational Program Development

Email: kastx002@umn.edu

Phone: 612-626-1772

Requests for WebVista sites to be copied should be made in writing to:

Amber Barrett

Course Coordinator & CE Associate

Email: barre034@umn.edu