

APPROVAL, MODIFICATION, AND REVIEW OF COURSES WITHIN THE CURRICULUM POLICY

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 5/1/2019

1) Approval of New Courses

- a) All courses within the curriculum of the Harrison School of Pharmacy (HSOP) must be approved first by the Professional Education Committee (PEC), then by the Faculty of the Harrison School of Pharmacy (HSOP), and finally by the Graduate Council Curriculum Committee (GCCC).
- b) In order to bring forth a new course to PEC, the faculty member must conduct the following steps:

Required Courses

- i) Complete the concept outline.
- ii) Collaborate with the PEC Chair to determine a date for presenting outline to PEC. (Preferably 9 – 12 months prior to the first offering)
- iii) Develop a course syllabus in accordance with the standards established by the HSOP.
- iv) Collaborate with the PEC Chair to determine a date for presenting syllabus to PEC. (Preferably 4 – 6 months prior to the first offering)
- v) Present syllabus to PEC on designated date.
- vi) Make any necessary changes suggested by PEC.
 - Please note in some cases PEC may ask to see revisions before taking a vote.
- vii) Collaborate with PEC Chair, Associate Dean for Faculty Affairs and Strategic Initiatives, and Associate Dean for Academic Programs to determine a date for faculty approval, once approved by the PEC.

Electives

- i) Discuss course idea with the Director, Professional Programs and provide elective syllabus template.
- ii) Develop a course syllabus in accordance with the standards established by the HSOP.
- iii) Collaborate with the PEC Chair to determine a date for presenting syllabus to PEC. (Preferably 4- 6 months prior to first offering)
- iv) Present syllabus to PEC on designated date.
- v) Make any necessary changes suggested by PEC.
 - Please note in some cases PEC may ask to see revisions before making a vote.
- vi) Collaborate with PEC Chair, Associate Dean for Faculty Affairs and Strategic Initiatives, and Associate Dean for Academic Programs to determine a date for faculty approval, once approved by the PEC.

2) Modifications to Existing Courses

- a) Whenever significant changes are proposed for current courses, in order to improve a course or further meet HSOP curricular outcomes, those changes need to be presented to PEC for approval.
 - i) Significant changes are defined as those that result in a:
 - Change in percent allocation of grade or a substantial change in:
 - Course content
 - Teaching methodology
 - Assessment methodology
 - ii) If the faculty member is not sure if a change is considered “significant” or “substantial,” he/she should contact the PEC Chair for discussion and clarification.
- b) When elective courses need to make logistical changes secondary to changes in class enrollment size or room assignments, approval by the PEC is not needed.

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- c) The faculty member should provide the necessary information to the PEC Chair prior to proposed changes in the upcoming course. (Preferably 3-6 months prior next offering)
- d) Once approved by PEC, changes (at the discretion of PEC) may need approval by faculty.

3) Review of Courses

- a) All core courses go through a systematic course review process after each year taught.
- b) All electives are encouraged to conduct a periodic course review. In some cases the Director, Professional Programs may request a systematic course review based on student feedback and performance.