



School of Pharmacy

SOP OP: 400.006 – Alterations in Course Syllabi or Course Delivery

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to address the mechanisms through which faculty members may request changes in course syllabi or course delivery.

REVIEW: This OP will be reviewed and revised by the Associate Dean of Academic and Curricular Affairs and the Curriculum Committee during each odd year (starting 2013) and approved by the Dean and Executive Council.

The Marshall University School of Pharmacy's (MUSOP) faculty membership has developed the school's curriculum based upon a shared vision of future pharmacy practice. Curricular mapping to both current Accreditation Council for Pharmacy Education (ACPE) standards and current Center for the Advancement of Pharmacy Education (CAPE) Outcomes are examples of developmental processes that have been used to assure congruency of school vision and the outcomes targeted for student learning.

Underpinning the school's vision for future pharmacy practice is the school/university commitment to investing in adult education that works. The school has employed curricular delivery methods targeted at maximizing student ability to achieve skill, theory, and topic competency. The curricular delivery methods chosen are well documented to facilitate student-learning achievement, but the faculty are given the latitude to pursue educational research with targeting classroom innovation and continuous quality improvement.

The faculty embraces an understanding that the curriculum is meant to change and evolve. This policy and procedure outlines mechanisms through which the school's curriculum can continue to evolve and meet the needs of MUSOP students in the future.

400.006.001. Responsibility for Curricular Oversight

Oversight of the MUSOP curriculum rests with the Curriculum Committee (CC, see MUSOP Bylaws). This standing MUSOP committee has the primary functions to: (1)develop and maintain a description of the program's expected learning outcomes; (2)review individual and collective courses (curricular themes) to assure completeness

and contemporary nature of the content; (3) support curricular innovation; and (4) perform continuous curricular quality improvement.

In the capacity of performing its primary function, the CC is responsible for assuring the continued alignment of the curriculum being delivered with the intended learning outcomes and with the continued rigor of the overall Pharm.D. program.

400.006.002 Mechanisms for Curricular Change

Changes in school's curriculum may be recommended by individual faculty, faculty groups, course teams, or departments prior to the start of a semester by submitting the recommended changes to the Associate Dean of Academic and Curricular Affairs and to the current Chair of CC. Once received, recommended changes will be reviewed and considered for approval by the CC at the committee's next scheduled meeting.

Individual or groups of MUSOP faculty may also recommend changes to course syllabi. Changes to course syllabi that must be submitted for CC review include:

- i. Changes in **course** learning objectives and/or outcomes.
- ii. Changes in the pedagogy of course delivery >40%.
- iii. Changes in content that have been determined by curricular mapping.
- iv. Changes in credit hour allocation.
- v. Changes in the prerequisites for the course.
- vi. Changes in assessment (method, number, or weighting) **during** the semester.

400.006.003 Changes in course learning objectives and/or outcomes

Each MUSOP course has a set of 3-5 course level objectives and a course description. Each course level objective is linked to the MUSOP terminal outcomes through the PharmD program's 70 abilities. Changes to a course's learning objectives or course description must be reviewed and approved by the CC prior to implementation. However, the instructor has autonomy in determining class or lecture objectives and may change these objectives at their discretion.

400.006.004 Changes in the pedagogy of course delivery

Each course within the PharmD program is designated as either didactic, laboratory, or experiential in nature. MUSOP has established expectations for classroom contact and format for each pedagogy. Significant change in a the method of course delivery (ie, changing a laboratory course to a lecture only course) requires CC deliberation and approval prior to implementation.

A minor change in method of course delivery (ie, 10% of course contact time as described within the last CC approved course syllabus) does not require CC approval prior to implementation. When implemented by course teams, minor changes in course delivery should be identified within the post course review and an analysis of the effect of the change upon achievement of student learning documented.

400.006.005 Changes in content that have been determined by curricular mapping

Each MUSOP course's learning outcomes are mapped to the PharmD programs terminal outcomes through one or more of the program's 70 abilities. Changes to the abilities or terminal outcomes targeted for development within a course may be recommended to the CC. The CC must approve any change to curricular mapping prior to implementation.

400.006.006 Changes in credit hour allocation.

MUSOP Policy 400.001 summarizes expectations for course meeting time to credit hour allocation. All courses are expected to make use of all assigned course meeting time. In the event that one or more members of the faculty believe that a course has been under or over credited, changes to the credit hour allocation for a specific course may be recommended to the CC. The CC must approve changes to course credit hour allocation prior to implementation of a proposed change.

400.006.007 Changes in the prerequisites for the course

Prerequisite courses identify courses that build skills or knowledge necessary for success within a specific course. The CC manages the overall prerequisite requirements for all courses within the PharmD program. Individuals or groups of the faculty may recommend to the CC addition or subtraction of prerequisite requirements for specific courses. The CC must approve changes to course prerequisites prior to implementation of a proposed change.

400.006.008 Course changes that do NOT require Curriculum Committee approval

The following is a list of potential syllabi or course changes that do not require CC approval:

- i. Minor change (<40% course contact) in pedagogy,
- ii. Faculty members identified as delivering content (ie, guest lecturer),
- iii. Order of lecture (course content) delivery,
- iv. Dates of course activities (ie, exams, learning activities, project due dates, etc)
- v. Method, number, or weighting of assessment methods used to establish student achievement, prior to semester starting
- vi. Learning materials used within the course (ie, textbooks, videos, PowerPoint slides, websites, ect),
- vii. Scheduling of office hours,
- viii. Preferred course communication methods, and
- ix. Course attendance policy

When implemented by course teams, the above changes in courses or syllabi should be identified within the post course review and an analysis of the effect of the change upon achievement of student learning documented. The course team must provide copies of both the current and last approved course syllabi with the post course review.

APPROVAL:

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