

Course Snapshot: A Simple Tool for Managing Annual Curricular Reviews

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Objective

Create a tool that addresses the needs of continuous quality improvement and curricular alignment for the PharmD program by conducting instructor-driven annual curricular reviews for all required courses.

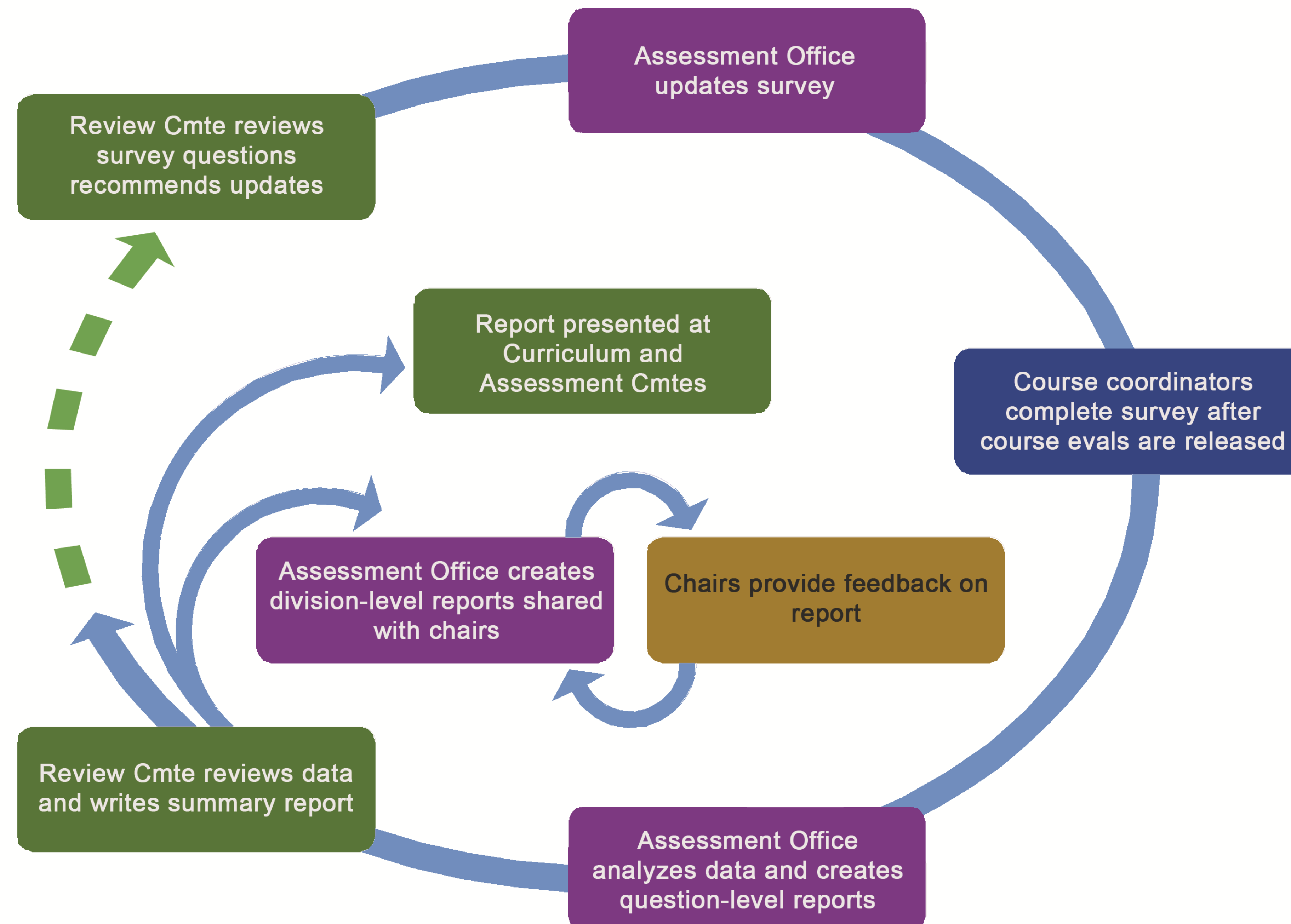
Methods

- Qualtrics-based survey tool administered every semester to course coordinators summarizes course outcomes and captures instructor impressions and feedback.
- Tool collects key elements related to ACPE standards, school-level strategic plan initiatives, and other areas of focus. Curricular alignment and improvement questions include information on course topic updates, topic overlap/reinforcement, content gaps, intentional removal of course content, teaching and learning methods, course strengths, student performance trends, course evaluation trends, and use of student feedback.
- Designed to be practical by quickly collecting standardized information using checkboxes while allowing for thoughtful reflection on curricular alignment through open text responses. Instructors can download a pdf of responses for their records.

Information Collected

Program Goals	Information Collected	Qualitative Data	Quantitative Data
Curricular alignment/Improvement	Course topic updates, overlap/reinforcement, & gaps	✓	
	Teaching & learning methods	✓	✓
	Course strengths	✓	
	Student performance trends	✓	✓
	Course evaluation trends & use of student feedback	✓	✓
Strategic plan initiatives	Cultural sensitivity/ Diversity, Equity, Inclusion	✓	
	Personalized Medicine	✓	
Monitoring of implementation of new initiatives	Early Warning & Intervention policy		✓
	Remediation		✓

Course Snapshot Process



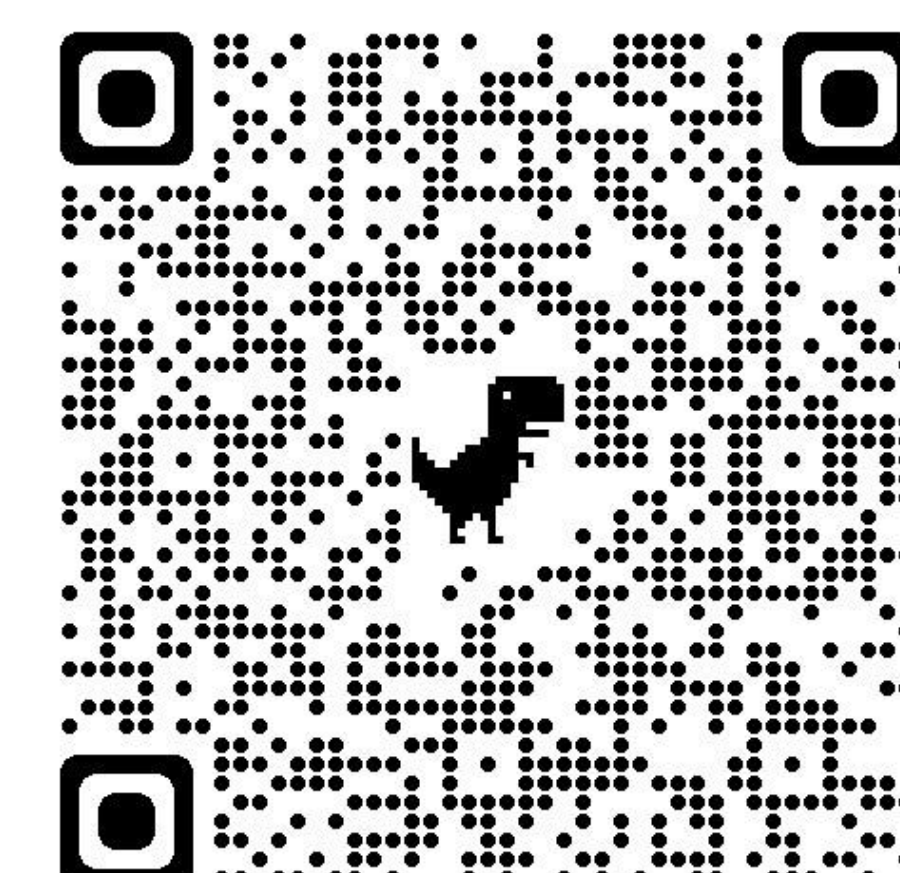
Results & Evaluation

- A review committee composed of Curriculum and Assessment Committee members examines survey results each semester and makes recommendations. Summary findings are compiled into division-level and school-level reports where items are flagged for respective committees for action.
- The tool has a 95-100% response rate among course coordinators.
- A Course Snapshot review cycle takes about 9.5 hours to complete collectively, with no stakeholder group committing more than 2 hours of time per semester. The high participation rate and efficiency of the tool allows the entire required PharmD curriculum to be reviewed annually.
- The tool is designed to be supportive rather than punitive for instructors.
- Faculty comment on ease of use and utility in reflecting on and making course improvements/adjustments.

Next Steps

- Expand stakeholder reports to include additional committees and program units (e.g. DEI Committee).
- Adapt reports to onboard new course coordinators or division chairs to purpose, goals, and process.
- Evaluate questions for efficiency and revise over time.
- Reduce repetition by offering questions where responses rarely change (i.e., teaching methods) biennially.

Scan to get a copy of the Tool



Other Questions?
Contact
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Stakeholder Time Commitments

Stakeholder	Activity	Estimated time
Assessment Office	Update and distribute survey	1 hour
Course Coordinators	Completion of survey tool	30 minutes
Assessment Office	Analysis and question-level reports	2 hours
Course Snapshot Review Committee	Review data and write summary report Recommend question updates for next iteration	2 hours
Curriculum and Assessment Committees	Summary report presentation	1 hour
Assessment Office	Create division-level reports	2 hours
Department Chairs	Review and provide feedback on report	1 hour
Total Hours		9.5 hours