

Weekly Update - May 13, 2013

See what Curricular Affairs has been up to lately-→



TTUHSC
School
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WEBSITE!

Please refer to:
<http://www.ttuhschool.edu/sop/academicinfo/>

For SOP curricular information, including calendars/schedules, course syllabi access, terminal outcomes, curricular policies, and student handbook links

(Click "Academic Information" on the SOP homepage)

It can be great when you get to see a pay-off for a change in procedure. In the past year the faculty experienced a big push to see all course syllabi submitted in advance of each semester start, and to have them collected centrally for review. The first result was the creation of a full semester assessment grid, allowing at-a-glance visualization of major assessment activity across all courses for all course-years. However, now we can do even more, and perhaps make things a little easier for all.

As of this point, most administrative milestones in scheduling have passed. The academic calendar was set early last fall, electives were set in December, the course schedule was set in January and the last of the minor adjustments based on faculty feedback were finalized as of March 6. Most recently, the teaching grid has been released. Course teams are free to plan, however, many faculty express that the most difficult aspect of completing a syllabus document is solidifying scheduling information.

Therefore using the syllabi and assessment date data from ACY 2012-2013, the Curricular Affairs office has created course "shells" for each course in ACY 2013-2014 *assuming the course design and assessment schedules will stay the same*. These shells are basically the same course schedules pushed forward into next year's dates. They retain the same number of exams, the same number of lecture units leading up to each exam, etc... so all the teams need to do is populate the schedule with lecture titles and instructor assignments.

COURSE TEAMS ARE NOT OBLIGATED TO USE THESE. Want to change something? Teams still can. If teams want to modify things, especially as a result of the Post Course Review process, teams can still do this in the usual way. However, if a team is happy with a course and just wants to roll it forward into next year, this is intended as a convenience. Each faculty team will receive an email from Curricular Affairs with the 2013-2014 course shell (right away for Fall teams, Spring courses to follow). All we will need to know is **"Yes, we will use this proposed schedule"** or **"No, we wish to modify our schedule"**. This info will then be forwarded to Student Services to facilitate Banner input and event summary / room reservation generation. It is our hope that this will also make scheduling a little easier for their office as well.

As you know, Dean Smith made a commitment to the student body to address their request for early posting of course syllabi. The Dean's office has set a deadline of July 1 and November 1, respectively, every year for syllabi submission. We hope that this syllabi prep support will assist teams in meeting these deadlines.

Dr. Rebecca Sleeper