Curricular Policies Archive and maintenance

See what Curricular Affairs has been up to lately-→

TTUHSC School of Pharmacy

Curricular Affairs

Weekly Update- April 15, 2013

When you want to refer to curricular policies, where do you look? Historically there has not been one easy answer to that question. Among the tasks undertaken by the Curricular Affairs office has been:

1) Collect an inventory of existing curricular policies
2) Establish an "index" of such
3) Identify policies that are overdue for renewal or scheduled for upcoming renewal
4) Maintain a single source archive to house all documents

Collection of existing policies into a single inventory has entailed a search of various sub-pages of the SOP website (Academic Information, Student Services, Faculty Governance, Administration...), as well as acquisition of any previous computer records of previous administrators. We have amassed what we believe to be a complete collection of policies.

Where necessary, Linda Gilmore has spent considerable hours converting and reformatting PDF files back into an editable Word format for ease of compliance with scheduled review/renewal. Where identified, policies that were due or overdue for renewal have been slated for review by Curricular Affairs, or (where review by a body other than CAC is required) forwarded to the Dean's office. Most recently, 4 polices were reviewed by CAC at the April 2013 meeting:

SOP 79.P.01 Changes to the Professional Curriculum
SOP 79.P.02 Length of instruction
SOP 79.P.03 Final Examination schedules
SOP 79.P.04 Setting up proposed new elective

No changes were recommended by CAC at this time, and the policies have been forwarded to the Dean's office for updated signature.

Pending final signatures, updated versions will be uploaded to the Academic Information page of the SOP website, along with an index page indicating the summative list of policies involving curriculum and their review cycle requirements. You will see that some of the policies are already there, the rest are forthcoming. In addition, all edit-enabled versions are maintained in an archive within the Curricular Affairs Sharepoint site.

As a final point, if we have missed a policy or perhaps lack an updated signed version of a policy that anyone has access to (particularly if you have served in an administrative role or on CAC) please share it with us to make the index as accurate as possible!

Dr. Rebecca Sleeper