

COURSE REPORT PROCESS

INSTRUCTIONS FOR COURSE COORDINATORS

Introduction and Objectives

For the annual course review process, course coordinators are asked to prepare a short course report and submitting this report to the Curriculum Committee in a timely fashion. The Curriculum Committee will review reports, may request further information from the course coordinator, and make any suggestions or recommendations to the course coordinator. This process is designed to promote ongoing improvement and updating of the curriculum, and to provide support to course coordinators in planning, revising and implementing courses.

Specific objectives for the College of Veterinary Medicine and the College Curriculum Committee include:

- **To strengthen Curriculum Committee knowledge and oversight of curriculum**
- **To promote annual review and revision of course material**
- **To provide consistent documentation of the curriculum and curricular changes**
- **To provide a mechanism for sharing course information, innovations and successes**
- **To improve efficiency and quality in scheduling courses**

Preparation of Report

In preparing the **one page** course report, course coordinators are encouraged to meet with instructors involved in the course, review course evaluations, instructor feedback, and course content annually.

- Copy of Previous Syllabus (additional pages)**
- Major Objectives for Course**
- Interpretation of feedback from previous semester**
 - **Outcomes (grades, projects, etc.)**
 - **Course evaluations (major positives, major negatives, trends)**
 - **Instructor input**
 - **Peer input (if applicable)**
 - **Special projects or assessment activities (if applicable)**
- Major issues, needs, goals, new objectives**
- Plans or requests for revision**
- Proposed lecture/laboratory outline (additional pages, please use course request form)**
- Revised syllabus if available (additional pages)**

Submission of Report

The report should be submitted electronically to Ms. Susan Cherry (scherry4@utk.edu) by **March 15** for Fall Semester courses and by **August 15** for Spring Semester. Training seminars on preparing course reports and instructional objectives will be held to assist faculty in this process during spring and summer 2006.

UTCVM TEACHING CALENDAR

FALL COURSES 2006

February 1	Course evaluations reported to Course Coordinators
February 15 – March 15	Course Coordinators review course with instructors, plan revisions for next year
March 15	Course Coordinator provides 2005 Course Report and proposed lecture/lab/exam outline for 2006 to Curriculum Committee (Submit to Student Services)
April 15	Curriculum Committee reviews Course Report and Provides Approval/Suggestions to Course Coordinator
May 1	Course Coordinator provides Course Request (Lecture/Lab/Exam Outline, Schedule conflicts, etc) to Student Services
June 1 – 15	Tentative Schedule reviewed by Course Coordinators, Full syllabus provided to Student Services
June 15	Final Schedule Posted, Syllabi posted on VetNet
July 15	Lecture/Lab Notes due to VBOT for printing
July 30	Powerpoint/ media files due to IR for distribution
August 23	Fall Semester Begins

SAMPLE
Course Report – VM853 Endocrine Course, Spring 2005
 Dr. Lane, Course Coordinator

Course Summary

Credit Hours	# Instructors	# Lecture Hrs	# Labs	# Quizzes	#Exams
2.0	6	23	6	0	2

The endocrinology course has been taught in the beginning of semester 4 for the last 4 or 5 years in a lecture/case discussion laboratory format. Dr. Lane has been coordinating the course since 1999. There are two distinct sections for small animal endocrine disorders and large animal endocrine/metabolic disorders. The pathology section covers all species and has been condensed and placed in between the two sections for better understanding. Dr. Kate Hill and Dr. Nicholas Frank have taken the bulk of the instructional content over the last two years. The course traditionally has been strong in its interdisciplinary content and clinical problem-solving emphasis, and continues to be strong in those areas. The course has been weaker in the areas of enhancing communication skills and involving students in active learning, but evaluation results are above the semester mean for these items as well.

In 2005, the course generally went well. There were some concerns over the midterm examination, which was a case-based multiple choice examination formulated by all the small animal section instructors together. The grades were lower this year than in the past and several midterm questions were problematic. Students were given a take home make-up exam section covering one topic in order to ensure the principles were learned. Concerns about the examination were not reflected in the course evaluations, however.

Selected Course Evaluation Results (Course mean, with semester course mean in parentheses)

Question	2002	2003	2004	2005
1. Course was presented in logical sequence	4.128 (4.099)	4.275 (3.985)	4.388 (4.185)	4.296 (3.97)
2. Helps me understand information from concurrent or previous courses	4.234 (3.928)	4.216 (3.728)	4.299 (4.026)	4.296 (3.744)
3. Problem-solving skills were enhanced	4.128 (3.814)	3.961 (3.589)	4.197 (3.880)	4.132 (3.654)
10. Overall, course was positive learning experience	4.128 (3.987)	4.240 (3.868)	4.134 (4.083)	4.278 (3.887)

Plans for 2006

In 2006, the course format will not change significantly. However, course instruction will be re-evaluated and undergo changes due to the departure of Dr. Hill. Unfortunately, we had planned for Dr. Hill to take the entire small animal section and become course coordinator by 2007; Dr. Lane will instead revise the small animal schedule. An overlooked topic is systemic hypertension; we will need to make room for that topic in the course. For the small animal section, we plan to reevaluate the case discussion format to improve student preparation and engagement. We may need to split the class into sections or to use a technology supported process to improve the value of the laboratories. We also plan to review and clarify the examination format. Using the Scantron examination technology will help us objectively review the quality of examination questions. The students also will be given additional opportunities to see practice examination questions to prepare for the examination. In the large animal section, study questions already have been provided and well received. A significant revision of course notes and content is planned for this section.

2005 Course Syllabus (*includes course objectives*) and proposed outline for 2006 attached.