

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