SON OP: 50.160, **End of Course Faculty Assessment and Improvement Plan Policy**

**PURPOSE:** The purpose of the School of Nursing End of Course Faculty Assessment and Improvement Plan Operating Policy and Procedure (SON OP) is to establish policy and procedure for completion of the End-of-Course Faculty Assessment and Improvement Planning Report by the Course Facilitator.

**REVIEW:** The OP will be reviewed biennially by October 1 of each odd numbered year (ONY) by the Associate Dean of Outcomes Management and Evaluation, with recommendations for revisions forwarded to the Dean of the School of Nursing.

**POLICY/PROCEDURE:**

1. **Policy**

   The End-of-Course Faculty Assessment and Improvement Planning Report is completed for each course taught during for the previous summer, fall, and spring semesters (annual timeframe). The plan is an assessment of and reflection about course content, teaching/learning activities and implementation outcomes completed by the Course Facilitator with input from the course faculty and students (via Course Satisfaction Assessment tool). Course strengths, improvement opportunities, and strategies for improvement, as well as, course improvement action plans are documented each semester.

   The End-of-Course Faculty Assessment and Improvement Planning Report provides course faculty the opportunity to reflect on student learning experiences, activities, outcomes, and expectations, as well as course teaching-learning methodology. Decisions for course improvement revisions and improvement action plans are based on the analysis outcomes.

2. **Procedure**

   The End-of-Course Faculty Assessment and Improvement Planning Report procedure is as follows:

   a. The Office of the Associate Dean for Outcomes Management and Evaluation electronically sends the Course Facilitators the link to the online End-of-Course Faculty Assessment and Improvement Planning Report (see Attachment A – End-of-Course Faculty Assessment and Improvement Planning Report) along with information to access the Course Satisfaction Assessment dashboard at the Office of Outcomes Management and Evaluation website ([https://nursing.ttuhs.edu/OMEdata/](https://nursing.ttuhs.edu/OMEdata/)). **[Note:** SON OP: 50.160 – End-of-Course Faculty Assessment and Improvement Plan Policy and Procedure with Attachment A – End-of-Course Faculty Assessment and Improvement Planning Report are attached to the announcement].

   b. Six weeks are allotted for report completion (mid-July to August 31). The link to the electronic End of Course Faculty Assessment and Improvement Planning Report form is embedded in the email invitation.
c. Each Course Facilitator completes the online form and electronically submits the completed report with required attachments (i.e., Course Syllabus, Course Packet, Exam Blueprints, Item Analysis for each Exam, Course Satisfaction Analysis dashboard or pdfs of applicable dashboard pages, and student assignment examples) for every course taught during the previous summer, fall, and spring semesters (annual timeframe) by August 31st each year.

   **Example:** if the course was taught fall and spring, attachments for each semester are included with the electronic form *(Attachment A – End-of-Course Faculty Assessment and Improvement Planning Report).*

d. An email with the information from the submitted End-of-Course Faculty Assessment and Improvement Planning form with links to the attachments is automatically sent to Support Services for upload to the official Course Files server.

e. Faculty have the option to receive email verification of submission.

f. Once submitted, further editing is not allowed by the software.