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 Lead Faculty and to complete the TTUHSC Principles of Good Practice for Online and Hybrid Courses Checklist.

**REVIEW:** The OP will be reviewed biennially by October 1 of each odd numbered year (ONY) by the Process Improvement and Evaluation Council and 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 completed for each course taught during for the previous summer, fall, and spring semesters (annual timeframe) and for the TTUHSC Principles of Good Practice for Online and Hybrid Courses Checklist. The plan is an assessment of and reflection about course content, teaching/learning activities and implementation outcomes completed by the Course Lead Faculty for all sections of each course taught across the reporting timeframe 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 data-based improvement action plans are documented in the planning report and the TTUHSC Principles of Good Practice for Online and Hybrid Courses Checklist.

   The End-of-Course Faculty Assessment and Improvement Planning Report and Principles of Good Practice for Online and Hybrid Courses Checklist provide 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 Lead Faculty 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 on the website. **[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]** along with the link to the TTUHSC Principles of Good Practice for Online and Hybrid Courses Checklist.
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 along with the link to the TTUHSC Principles of Good Practice for Online and Hybrid Courses Checklist is embedded in the email invitation.

c. Each Course Lead Faculty 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).

   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.

d. The TTUHSC Principles of Good Practice for Online and Hybrid Courses Checklist for each course is sent to the TTUHSC Executive Vice President of Education by August 31 of each year.

e. Faculty should utilize end of course assessment results and the TTUHSC Principles of Good Practice for Online and Hybrid Courses Checklist for presenting course review reports to the appropriate program council every two (2) years.

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

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

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