

UCSF SCHOOL OF PHARMACY – Doctor of Pharmacy Program

Comprehensive review process for proposed new courses and changes to existing courses:

1. **PREPARER LEVEL** - Course change (including new course) initiated in online system by faculty member or staff support designate:

- Claire Lee (CP)
- Carol Weinstein (HSPR and PS pathways)
- Program directors for APPEs
- Others

At this stage, special care should be taken to follow carefully the instructions. The most common errors include unclear course names, assigning units incorrectly and failing to include or to use Bloom's taxonomy in developing learning objectives. It is the responsibility of the faculty course coordinator to ensure that submissions meet the University and School guidelines.

2. **DEPARTMENT LEVEL** - Review of online submission by department chair or designate:

- Sharon Youmans (CP)
- Steve Kahl (PC)
- Leslie Floren (BTS)

At this stage, the reviewer should ensure that submission instructions (eg, unit calculation, learning objectives) have been followed and that any new courses or course changes are consistent with departmental vision. This would include ensuring that the course name is clear and descriptive and that the course is harmonized with other offerings within the departmental series.

3. **CURRICULUM COMMITTEE LEVEL** - Review of online submission by SOP's Educational Policy Committee (EPC)

- Tina Brock (EPC Chair, 2010-2011)

At this stage, the reviewer should ensure that the course is harmonized with other course offerings within the term, year and program. How well the course maps to the School's programmatic educational outcomes may be considered. Specific attention should be paid to the potential for unintentional duplication, asynchrony and excessive assessment.

4. **DEAN LEVEL** - Review of online submission by SOP Dean or designate:

- Bob Day (Associate Dean)

At this stage, the reviewer should ensure that the course/course change is not substantial enough to require review/vote by the full faculty.

5. **UNIVERSITY LEVEL** - Review of online submission by Committee on Courses of Instruction (COCI)

- Two reviewers are assigned to review the online submission and submit their reviews to the Chair of COCI as either approved or needing revisions
- The Chair reviews all COI reviewer comments/questions and either approves the course for publication by the Registrar in the course catalog or returns the form to the preparer for revisions.

The COCI review process is currently under review. Clarification of this role is forthcoming.

If, at any point, a course/course change is **not approved** (at the department level, curriculum committee level, Dean level or University level), the online course form is **returned to the preparer**. When the corrections/revisions are completed and resubmitted by the preparer, **the revised forms go back to the point in the approval process from which the form was returned**.

Course forms and deadlines are available via the following link:

<http://senate.ucsf.edu/courseactions/index.html>

UCSF SCHOOL OF PHARMACY – Doctor of Philosophy Programs

Currently, PhD courses are included in the same online review process as the PharmD courses. This is problematic as the programs operate under different guidelines, review and accreditation processes. The UCSF Graduate Division is working to create a parallel process by which graduate courses can receive proper oversight, but are not processed through the same system as professional courses. *Information about that system is forthcoming but the general format would include the following levels of review:*

1. **PREPARER LEVEL** - Course change (including new course) initiated in online system by faculty member or staff support designate
2. **PROGRAM DIRECTOR LEVEL** - Review of online submission by program designate:
 - **Pharmaceutical Chemistry** – Steve Kahl
 - **Pharmaceutical Sciences & Pharmacogenomics** – Deanna Kroetz
3. **GRADUATE DIVISION LEVEL** – Review of online submission by graduate division designate:
 - Peter Taylor, Assistant Dean for Academic Affairs in the UCSF Graduate Division
4. **UNIVERSITY LEVEL** - Review of online submission by Committee on Courses of Instruction (COCI)