# Course Report Process for Course Coordinators

## Introduction & Objectives

For the course review process, course coordinators are asked to prepare a short course report and submit this report to the Curriculum Committee. The Curriculum Committee will review reports, may request further information from the course coordinator, and will 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 are to:

* Strengthen Curriculum Committee knowledge and oversight of curriculum
* Promote annual review and revision of course material
* Provide consistent documentation of the curriculum and curricular changes
* Provide a mechanism for sharing course information, innovations, and successes
* Improve efficiency and quality in scheduling courses

## Preparation of Report

In preparing the course report, course coordinators are encouraged to meet with instructors involved in the course, and review course evaluations, instructor feedback, and course content annually. Please attach additional pages, as necessary.

## Submission of Report

The report should be submitted electronically to Misty Bailey (mmcginn2@utk.edu) by **March 1** for fall semester courses and by **August 1** for spring semester.

# Course Report

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| --- | --- | --- | --- |
| **Course #** | **Course Name** | **Coordinator** | **Semester/Year** |
|  |  |  |  |
| **No. of Lectures** | **No. of Labs** | **No. of Exams (excluding final)** | **Credit Hours** |
|  |  |  |  |

**Please attach your course syllabus**. \*You do not need to complete items 1 through 7 separately if the syllabus includes that information.\* Attach additional pages, as necessary.

1. **Instructors:**
2. **Brief course description:**
3. **Major course learning objectives or outcomes:**
4. **Recommended text(s):**
5. **Student’s expectations (attendance, class projects, quizzes, etc.):**
6. **Methods of instruction:**
7. **Specific course policies:**
8. **Grade Distributions (Exams, Final Grade –point distribution, mean, highest & lowest grades):**
9. **Interpretation of feedback from student evaluations:**
	1. Instructor input on how course went; your assessment of course evaluation
	2. Peer input (if applicable)
	3. Special projects or assessment activities (if applicable)
10. **Major issues, needs, goals, new objectives:**
11. **Plans or request for revision:**
12. **Have you met with the other instructors to discuss the course and the student evaluations? If so, please indicate when, and summarize the discussion:**
13. **Lecture/lab outline/schedule:**
14. Are learning objectives for each lecture/lab provided to the students?

Yes No Some lectures/labs, but not all