

**University of South Carolina College of Pharmacy:
Curricular Oversight and Function of the Curriculum Committee**

The University of South Carolina (UofSC) College of Pharmacy faculty has governance over all course actions for courses offered exclusively as part of the professional degree program as per UofSC Academic Affairs Policy 2.03. These courses include all required, elective, and experiential courses which are taken by students pursuing the Doctor of Pharmacy degree, as well as curricular tracks which lead to formal recognition of the student by the College upon completion of the track. The UofSC College of Pharmacy Curriculum Committee is responsible for ensuring that the college maintains a high-quality curriculum which is fully compliant with Accreditation Council for Pharmacy Education standards. The UofSC College of Pharmacy Curriculum Committee is chaired by a faculty member with membership which includes faculty; students; alumnus/ae who is also a practitioner and/or preceptor; and key staff and administrators.

The Curriculum Committee provides ongoing oversight of the Doctor of Pharmacy curriculum through a formalized course review process, as well as through ongoing review of the Doctor of Pharmacy curriculum map. Faculty provide input to these processes through submission of mapping data for the courses in which they teach and serve as course coordinator. Course coordinators provide input through annual submission of their course syllabi and participation in aspects of the course review process. Additionally, the Curriculum Committee receives key course outcomes data from the Associate Dean for Outcomes Assessment and Accreditation and the Assessment Committee. These processes allow the Curriculum Committee to identify areas in which action may be needed in order to ensure the quality of the educational program is maintained and accreditation expectations are met.

The Curriculum Committee is also responsible for review and/or approval of suggested changes to the Doctor of Pharmacy curriculum. Proposals for curricular change and course actions will be accepted from any faculty member. All proposals will be presented to, discussed with, and voted on by the UofSC College of Pharmacy Curriculum Committee. A quorum, defined as $\geq 50\%$ of all voting members of the committee must be present in order for a vote to be held. If a quorum is not available, then the Committee Chairperson may request an asynchronous electronic vote be taken instead. In some cases, changes do not require approval, but a notification to the Curriculum Committee is required. Further definition of curricular change, course actions, and course notifications, and the process by which proposals for curricular change and course actions are submitted and acted upon are further described below.

Curricular Change, Course Actions, and Course Notifications

All proposals for **curricular change** (*as defined below*) must first be approved by the UofSC College of Pharmacy Curriculum Committee before being sent to the full faculty for discussion and vote prior to enactment.

All proposals for **course actions** (*as defined below*) require approval of the UofSC College of Pharmacy Curriculum Committee. Following approval of the committee, course action proposals may be enacted. Full faculty vote will not be required.

Course coordinators will submit a **course notification** as information to the Associate Dean for Outcomes Assessment and Accreditation when changes are planned which have the potential to cause the College's educational outcome assessment needs to become unfulfilled. Faculty responsible for an approved curricular track will submit a **course notification** to the Curriculum Committee Chairperson when changes are planned to the track. Each of the aforementioned are defined further below.

Curricular change includes:

- Any addition or subtraction of a didactic, laboratory, or experiential course from those which are required in order for a degree candidate to earn the Doctor of Pharmacy

degree.

- Any change to didactic, laboratory, or experiential course sequencing within the required curriculum.
- Any course action which results in a change to the credit hours awarded for completion of a single required didactic, laboratory, or experiential course.
- Any change to the total number of credit hours required for the Doctor of Pharmacy degree to be awarded.
- A change in the grade mode (i.e.; traditional versus pass/fail grading) for any required didactic, laboratory, or experiential course.
- Any change to the prerequisite course(s) assigned to a didactic, laboratory, or experiential course within the Doctor of Pharmacy curriculum.

Course actions include:

- Any approval of a didactic, laboratory, or experiential course that would be accepted to fulfill elective hours used toward earning the Doctor of Pharmacy degree.
- Modification of the mode of delivery of any didactic, laboratory, or experiential course (required or elective). Mode of delivery is defined as traditional instruction (i.e.; face to face) and distributed learning (synchronous web delivery, asynchronous web delivery, blended/hybrid web delivery, and two-way audiovisual delivery).
- Any modification to the course title or course description for any required or elective didactic, laboratory, or experiential course.
- Any approval of a College-recognized curricular track, and the list of courses which would be required for track completion.

Course notifications:

- Some required courses include **student assessments** which are utilized to fulfill specific requirements of the College's assessment plan. If deletion of, or change to, one of the required assessments is planned, the Course Coordinator will submit a notification to the Associate Dean for Outcomes Assessment and Accreditation as soon as possible, but no later than the first day of the term in which the change is planned.
 - The Associate Dean for Outcomes Assessment and Accreditation will maintain and distribute a list of course assessments which are utilized to fulfill required programmatic assessment needs in order to facilitate the above.
 - Course Coordinators and the Associate Dean for Outcomes Assessment and Accreditation will work collaboratively to ensure both flexibility for faculty and programmatic assessment requirements are maintained.
- Faculty responsible for an approved curricular track will submit a notification to the Curriculum Committee Chairperson when changes are planned to the track.

Proposals for Curricular Change and Course Actions

Faculty seeking approval for new or modified courses (required or elective) should submit a course syllabus to the UofSC College of Pharmacy Curriculum Committee through the committee chairperson. The syllabus should match the appropriate UofSC College of Pharmacy syllabus template and include the following:

- Faculty roster and contact information
- Semester and program year offered (ex. P1, P2, P3)
- Credit hours requested
- Format of course delivery (i.e.; synchronous or asynchronous web, blended, or traditional face to face offering)
- Prerequisite requirements
- Course description (limit to 50 words)

- Course overview (optional; no word limit; may be utilized to complement description)
- Course Learning Outcomes mapped to UofSC Educational Outcomes
- Planned course assessments mapped to UofSC Educational Outcomes
- Testing format
- Grading components and criteria (include rubrics if used for assessments)
- Draft of course schedule and content
- Other applicable content as found within the current syllabus template

If the proposal is in regard to modification of an existing course, a summary of planned changes to the course may also be of great value to the committee in evaluating the proposal. Proposals for new curricular tracks should include the track name, purpose, and list of elective course requirements proposed to make up the track. A justification summary, inclusive of assessment data or other explanation which supports the proposal, is invited for any submitted proposal. Faculty are encouraged to contact either the UofSC College of Pharmacy Curriculum Committee Chairperson or the Senior Associate Dean throughout the proposal process as needed or in the event of questions.

Proposal Review and Action

The submitting faculty member(s) will be invited to present their proposal to the College of Pharmacy Curriculum Committee and be involved in the initial discussion of their submitted proposal. The submitting faculty will then be dismissed from the meeting and the committee will have further discussion and vote upon the request. The Curriculum Committee may vote to 1) approve, 2) not approve, or 3) approve with revisions to the proposal. On occasion, decisions may be deferred pending committee acquisition of further details or university/college policy. For all proposals, the Curriculum Committee Chairperson will notify the submitting faculty of their proposal's status within one week of the vote. Faculty may present a previously disapproved, significantly-modified proposal by following the same procedures stated above.

Course actions require vote and approval of the Curriculum Committee only. Curricular change requires vote and approval of the Curriculum Committee as well as the full UofSC College of Pharmacy faculty. Course notifications will not require voting by the Curriculum Committee unless changes meeting criteria for course actions or curricular change are noted. The UofSC College of Pharmacy Bylaws document constitutes the official source for all voting procedures relative to the UofSC College of Pharmacy faculty.