

University of South Florida College of Public Health Course Content Quality Review Process

Introduction

The College of Public Health (COPH) is committed to provide quality education for its students. The College recognizes its obligation to provide faculty with constructive feedback regarding the content of their courses and their teaching effectiveness in order to fulfill its commitment. As important, the College recognizes its obligation to provide opportunities for faculty to learn new teaching techniques and improve their teaching skills. The review of teaching effectiveness is overseen by the COPH Faculty Affairs Committee. The review of course content and structure quality is overseen by the COPH Education Committee in accordance with the process outlined below.

Purpose

The purpose of the Education Committee (EC) Course Content Quality Review Process is to ensure that all courses taught by faculty in the College of Public Health are reviewed once every two years, to ensure that each course adheres to specific standards required by the College's accrediting bodies, to the University's course requirements, as well as ensuring that each course adheres to the College's pedagogical standards. Faculty will use the feedback provided by the Education Committee on the COPH Course Content Quality Review Process to modify and enhance their respective courses to ensure the highest quality educational experience possible for our students

Course Content Review Process

The Course Content Quality Review Process has two components – syllabus review and content review. At the beginning of each Fall Semester, the Education Committee will review a list of all courses that are offered. New courses, courses that are being substantively changed, and courses that score low on the ETA metric will be prioritized for review. Phase 1 review will be a checklist for syllabus adequacy. This will be completed by the instructor of the course and compiled and reviewed by the Committee. Phase 2 review will be a detailed review of the course content. This will be conducted by a qualified person designated by the Chair or appropriate authority. Phase 2 reviews will be examined by the persons who teach in, or direct, each concentration, and any appropriate revisions will be made to the course. Both the Phase 1 and Phase 2 reviews will be done using the Qualtrics survey tool.

The Committee is responsible for ensuring course compliance with all academic standards. The Committee will review the forms and submitted documents and provide feedback to the faculty member regarding requested modifications to the course. The modifications to the course must be made prior to the course being offered again in the College. College Administration will be responsible for ensuring that the courses are modified in accordance with the Education Committee requirements.

The Office of Academic and Student Affairs will assist the Education Committee in coordinating the course content review process.

Approved by the Education Committee 12/6/17