

**Guidelines for Proposals for New Courses
Graduate Program & Doctor of PharmD Curriculum Committees
University of Pittsburgh School of Pharmacy
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PittPharmacy has a long history in development of dynamic, modular, integrated programs and curricula, the result of creative innovation and dedicated work. All programs and courses within the curriculum are designed to meet the diverse learning needs of students, utilizing various teaching strategies including lectures and active learning approaches, computer-assisted learning cases, virtual simulations, projects and laboratory sessions.

In the development of new courses for the Doctor of Pharmacy Program or Graduate Program, these are important guidelines that seek to maintain the high quality of our programs.

Process for New Course Proposal and Approval

The initial step for any proposed new course is the preparation of a preliminary 1-page description to be submitted by a faculty member for initial review and potential support by the faculty member's department chair.

The initial description should address the following:

- Faculty member(s) serving as course coordinator(s) and list of participating faculty
- A narrative that highlights the following
 - Brief course description and course purpose
 - Analysis of unmet needs in current curriculum, how the proposed course will address such needs and expected impact upon and overlap with other courses and programs
 - For a new graduate program course, reference the competency grid for the respective track
 - Impacted program(s) – ie, graduate, professional, both – and targeted program year(s)
 - Indicate if this is an elective or required course or part of the core curriculum
 - Projected credit allotment and timetable for offering
 - Specific knowledge/skills to be acquired
 - Resource needs including faculty, staff, TA, technology, classrooms, etc
 - Prerequisites

After discussion with the department chair, the educational description is provided to the Management Team for discussion at a meeting ideally attended by Graduate and PharmD Curriculum Committee Chairs and members of the PITTPharmacy Planning & Budget Committee. The description will be circulated for review prior to the meeting.

Courses that receive preliminary approval can be submitted by the School's Academic Records Manager for course numbers in a time frame compliant with university registrar deadlines – example:

- For a course intended to be taught in the Spring 2021, applications must be received by the registrar's office by October 14, 2020

Following preliminary approval, curriculum committee chair(s) will request revised narrative and complete course syllabus and schedule to be submitted to the respective Curriculum Committee Committee(s). When a proposed course impacts graduate and professional programs, each program committee will review; however, the chairs will decide which programmatic curriculum committee will provide major oversight. A process similar to that used by committees for a course review will be used including meeting with course coordinator/faculty, preparation of report and committee recommendation for action. The respective curriculum committee chair(s) will forward committee recommendations to the course coordinator for action and will notify the department chair and the Leadership Team.

Faculty member shares description for new course with **Dept. Chair** for potential support



The description is shared with management team, Curriculum Committee Chairs, and planning and budget committee



Meeting convened with members of Management Team, Budget Committee, School Registrar and both Curriculum Committee Chairs to review proposal for curricular overlap and resource needs



Approved courses are submitted to university to begin listing process and syllabus developed and submitted to **Curriculum Committee(s)** for discussion and action for full course review



The **Leadership Team** is notified of final syllabus approval