

Guidelines for Module Schedule Planning

- At the end of a module, the Office of Assessment and Educational Development (OAED) will collect student feedback surveys and forward to the Module Coordinator.
- Prior to the Dean's Review, Module Coordinators should solicit feedback from instructors regarding any changes they would like to make in the module for the next academic year.
- Dean's Review
 - Scheduled by OAED to occur approximately 1 to 2 weeks following the end of a module.
 - Module Coordinators present proposed changes to the module (e.g. content, scheduling) for the next academic year.
 - Module Coordinators should complete the following and bring to the Dean's Review.
 - Dean's Review Form (including Appendix A- the Quiz and Exam Question Adjustment Form)
 - Review the Competency and Discipline Tagging files
 - Review the Course/Module Evaluation Feedback
- Post-Dean's Review
 - The Office of Preclinical Education (OPE) will create a new 'working' academic calendar for the next academic year using the current module schedule as a template.
 - Module Coordinators should begin the process of updating next year's module schedule with proposed changes. Once the Module Coordinator has verified changes, OPE should be notified so a count of credit hours can be made. This will allow Module Coordinators to address questions from the CC as to if proposed changes will affect credit hours.
- Curriculum Committee (CC)
 - CC review of a module occurs approximately 1 to 2 weeks after the Dean's Review. CC will review changes proposed by the Module Coordinator and forwarded from the Dean's Review.
 - Module Coordinators
 - Present proposed changes to module for review and approval by CC.
 - Present any changes to module credit hours for review and approval.
- Patient Presentation Curriculum Scheduling Sub-Committee (PPC)
 - PPC review of a module occurs approximately two weeks after CC review and is scheduled by OPE. PPC implements changes approved by CC and finalizes module schedule for the next academic year.
 - Module Coordinator
 - Presents mockup of proposed module schedule to PPC. OPE can assist Module Coordinators in preparing draft schedule.
 - Once reviewed and approved by PPC, the module schedule is considered final. Changes can be made only under extraordinary circumstances or to accommodate lecturer's schedules.
 - OPE will move the draft module schedule over to the Class Schedule and email the Module Coordinator to check material prior to closing out the working schedule. OPE will then send out the schedule to instructors for review.

Module Coordinators are encouraged to work with their Course Director in the processes outlined above.