ULM College of Pharmacy
Course Continuous Quality Improvement (CQI) Form

I. POLICY

Upon completion of each semester, the course coordinators and the faculty members teaching in that course will complete the Course Continuous Quality Improvement (CQI) Form. The form is designed to assist the Mission, Planning and Assessment (MPA) and Curriculum Committees in documenting successes and failures that occurred in preparation for and during each course and in planning for future courses thus strengthening the ULM College of Pharmacy curriculum.

II. PURPOSE

This policy was developed to introduce the Course Continuous Quality Improvement (CQI) Form to the College of Pharmacy faculty and to describe how the form will be used by the MPA and Curriculum Committees to improve or strengthen current and future courses. The intent is to fine tune courses based on feedback from all participants.

III. PROCEDURE

Filling out the Course Continuous Quality Improvement (CQI) Form

A. Within the month of course completion, course coordinators and faculty members teaching in that course will meet and complete the attached form.

B. Once the form has been completed, a copy will be retained by the course coordinators for future use and a copy will be sent to the Chairs and Associate Dean Liaisons of the MPA and Curriculum Committees.

C. Course coordinators and faculty members teaching in that course will be expected to use CQI information to make adjustments in the content of the course. Course coordinators and faculty members will also meet prior to the start of the next semester the course is taught to finalize preparation for the course.

Course CQI TEMPLATE
Retrospective Review – Continuous Quality Improvement

Course Name and Number	
Semester	
Coordinators	
Instructors	
Specific Course Content Areas	
What Content should be added? Why?	
What Content should be removed? Why?	
What steps should be employed to increase integration?	

What changes should be made to the sequence of topics?	
Comments related to the course position within the curriculum.	
Comments related to time allocation of each subject within the course.	
Is there any content duplication or overlap with other courses? If so, what?	
Is the number of faculty appropriate for the course? If not, what is the suggested number?	
What changes should be made to the exam schedule or content?	
Other Comments	