



Title: Annual Course Reports

Policy No.: CUR 2.21

Date: 5/11/09
Rev.:

Areas Affected: All BSMCON Faculty & Students

Page 1 of 1

Policy Statement:

The Annual Course Report is prepared and submitted at the end of the academic year for presentation to the Faculty Organization. The purpose of this summary is to document essential course information. The Course Coordinator is responsible for preparing the report. A designee may give the report. The report is twofold: (1) an oral presentation following the PowerPoint template including all information as indicated (attached), and (2) a finalized copy of the Annual Course Summary Excel spreadsheet (attached). Final course Likert averages and respondent numbers must come directly from the Student Tracking Software (as indicated on the Annual Course Summary Excel spreadsheet). Copies of the PowerPoint presentation as well as a copy of the Annual Course Summary will be filed in the Faculty Organization minutes.

Reference Policy # _____

Approved by:		
_____	Dean of Nursing _____	_____
_____	Provost/VP _____	_____
Signature	Title	Date
Approval History:		
Committees and Dates:		
Program Improvement Committee – 3/23/09		
Faculty Forum – 4/20/09		
Faculty Organization – 5/11/09		
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