



UNIVERSITY *of* MARYLAND SCHOOL OF NURSING

Policy on Course Evaluation Review

Responsible Administrator: Academic Deans

Sponsoring Unit: Office of Evaluation

Effective Date: 05/16/2017

Last Reviewed: N/A

Next Scheduled Review: 02/2019

POLICY STATEMENT

This document describes the University of Maryland School of Nursing (UMSON) policy for review of outcomes of course evaluation questionnaires. Curriculum and teaching-learning practices are evaluated every semester to foster ongoing program improvement that facilitates the achievement of student and program outcomes. UMSON evaluates courses and teaching on a regular basis and has a set benchmark to “flag” a course for thorough review.

RATIONALE

Student evaluation of academic course experiences is an integral part of the UMSON student learning assessment system and faculty members’ annual performance evaluations. The course evaluation review process aims to improve course content and instructional methods to enhance student learning experiences and implement adjustments as necessary.

SCOPE

This policy applies to all courses.

RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

School of Nursing Policies and Procedures

- Bylaws of Faculty Organization
- Entry Level Curriculum Committee (ELCC)
- Master’s Curriculum Committee (MS CC)
- Doctor Nursing Practice Program Curriculum Committee (DNP CC)
- Doctor of Philosophy Curriculum Committee (PhD CC)

USM, UMB, or Other External Policies, Statutes, and Regulations

- University of Maryland School of Pharmacy:
<http://catalog.pharmacy.umaryland.edu/policies/documents/Course%20Evaluation%20Policy.pdf>
- University of Maryland Carey School of Law:
<http://www.law.umaryland.edu/facultystaff/instruction/evaluations.html>
- University of Maryland School of Social Work:
<https://sites.google.com/site/sswideateam/faculty/tools-technologies/tk20/course-evaluation-reports>
- University of Maryland School of Medicine:
<http://www.medschool.umaryland.edu/OME/Curriculum/>

CONTACTS

Office of Evaluation
Office of the Academic Deans
Department Chairs

RESPONSIBILITIES

The benchmark for course review is recommended by the Academic and Student Affairs Council with final approval residing with the Governance Council.

The Academic Deans and Department Chairs are responsible for reviewing the Course Evaluation Questionnaire (CEQ) results every semester. Individual course/section data and aggregate data for multi-section courses are reviewed.

The Office of Evaluation sends the summary table of course evaluation results to the academic deans and department chairs, highlighting courses with CEQ mean ratings of less than 3.75/5 (benchmark). When a course has a mean rating less than 3.75, the academic dean meets and discusses the evaluation results with department chair to determine issues and actions. If appropriate, the department chair will develop an action plan with the appropriate faculty member. If appropriate, the academic dean will send the course to the curriculum chair. The academic dean and department chair will use the UMSON Course Evaluation Review Form to document the action plan, which will be housed in the Office of Evaluation.

PROCEDURES

The evaluation results are available two weeks after the semester is finished. All courses will be reviewed every semester; see Appendix A. Academic deans and department chairs will meet with the responsible faculty member for any courses with a mean rating less than 3.75 within four weeks of having received the results.

APPENDICES

Appendix A	UMSON Course Evaluation Review Process
Appendix B	UMSON Course Evaluation Questionnaire
Appendix C	UMSON Course Evaluation Review Form

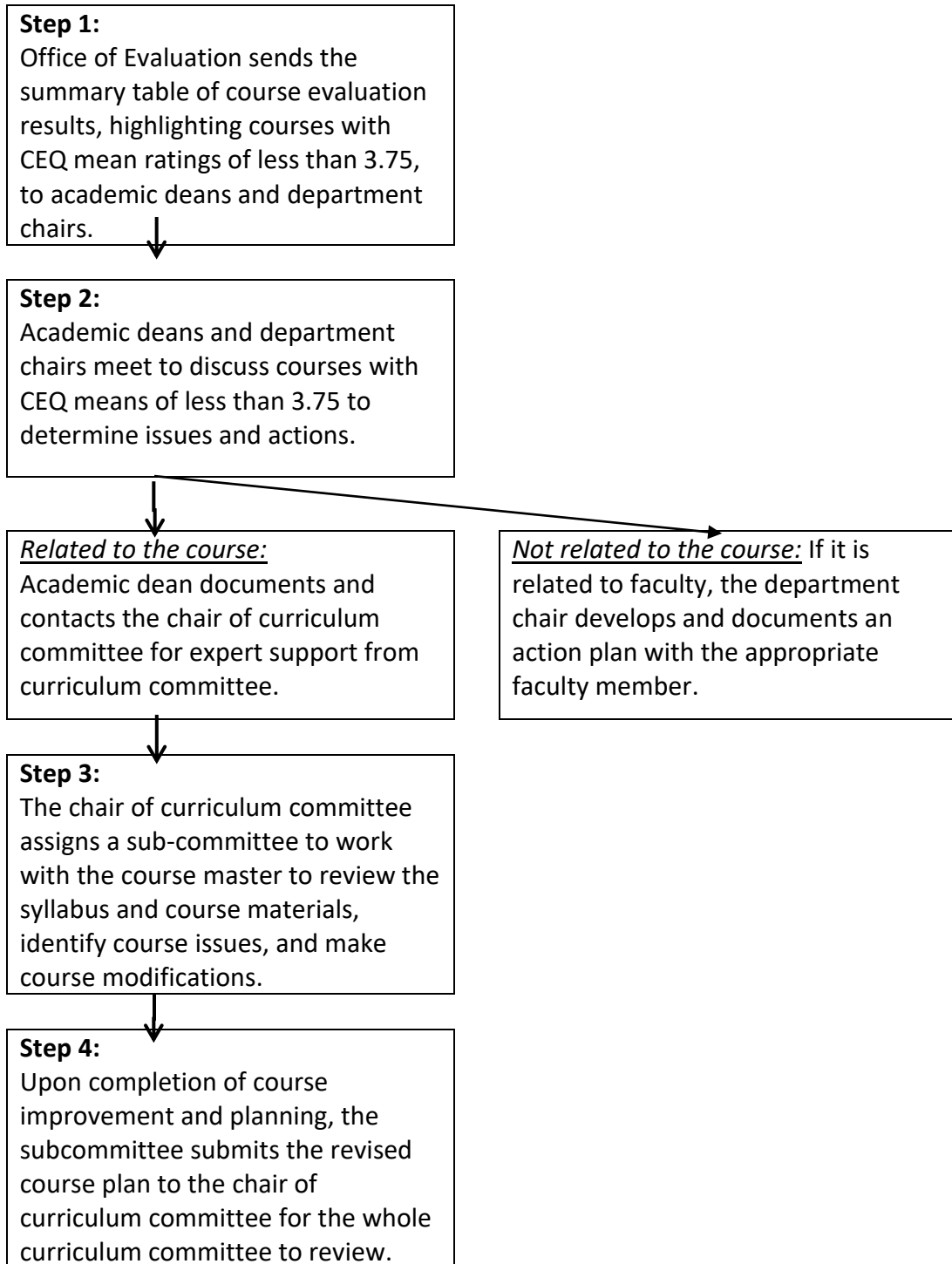
DATE AND SIGNATURE

May 16, 2017

Approved by the Dean:



Appendix A
UMSON Course Evaluation Review Process
Benchmark: 3.75 on a 5-point scale



Appendix B
UMSON Course Evaluation Questionnaire

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
Course Evaluation	1	2	3	4	5	0
1. Course content flowed logically from course objectives.						
2. Readings were consistent with course content.						
3. Learning activities were consistent with course content.						
4. Graded assessments (e.g., paper, exams) were consistent with course content.						
5. Blackboard navigation was easily executed.						
6. The amount of work for credit earned was about right.						
7. The assigned textbooks and other course materials were valuable to my learning.						
8. I learned relevant information.						
The Instructor						
9. Was well prepared.						
10. Was knowledgeable about course content.						
11. Used effective teaching strategies.						
12. Provided constructive feedback on tests, assignments, and performance.						
13. Provided timely feedback on tests, assignments, and performance.						
14. Applied consistent standards in evaluation.						
15. Was readily available to students.						
16. Treated students with respect.						

Open-ended questions:

1. What aspects of the course contributed the most to your learning?
2. What aspects of the course contributed the least to your learning?
3. What recommendation(s) do you have to improve the course?
4. Do you have additional comments?



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UMSON Course Evaluation Review Form

Program	Semester	Course Number and Title	CEQ	
			N	Mean

Program Associate Dean & Department Chair responses to the data, and action steps for improvements if any:

Academic Dean: _____

Date: _____

Department Chair: _____

Date: _____

Return to **Office of Evaluation** by mm/dd/yyyy

living our
COREVALUES

ACCOUNTABILITY | CIVILITY | COLLABORATION
DIVERSITY | EXCELLENCE | KNOWLEDGE | LEADERSHIP

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Curriculum Review		
Entity Responsible	Methods	Frequency
Curriculum Committee	<ul style="list-style-type: none"> · Syllabus reviews · Licensure and certification pass rates · Presented through Associate Deans/Course Coordinators: <ul style="list-style-type: none"> -Course evaluations -Clinical/lab evaluations -Alumni Survey -Program Reviews 	<ul style="list-style-type: none"> · BSN program: syllabi reviewed annually · MS/DNP/PhD: syllabi reviewed every two years · Pass rates reviewed yearly · See below
Associate Deans/Course Coordinators	<ul style="list-style-type: none"> · Course Evaluations · Clinical/lab evaluations · Program evaluations · Licensure and certification pass rates · Alumni Survey 	<ul style="list-style-type: none"> · Courses reviewed after each semester · Clinical/lab reviewed each semester · Program evaluations reviewed as they are done · Pass rates reviewed yearly · Alumni Survey summary available every 3-4 years
Graduate School (MS and PHD only)	<ul style="list-style-type: none"> · Curriculum (new, modifications, and new courses) must be reviewed by the Graduate School/Graduate Council 	<ul style="list-style-type: none"> · As needed

BSN program outcomes for Students Enrolled Fall 2014 and Later:

Available on our website under the "What You'll Do" tab at:

<http://www.nursing.umaryland.edu/academics/undergrad/bsn/>

- Combine theoretical knowledge from the sciences, humanities, and nursing as a foundation to professional nursing practice that focuses on health promotion and prevention of disease for individuals, families, communities, and populations.
- Use the nursing process to manage care for individuals, families, communities, and populations integrating physical, psychological, social, cultural, spiritual, and environmental considerations. Integrate competencies in leadership, quality improvement, and patient safety to improve health and promote interdisciplinary care.
- Use the research process through translation of evidence-based findings to advance professional nursing and the delivery of health care.
- Incorporate information management and patient care technology in the delivery of quality patient-centered care.
- Integrate knowledge of health care policy from social, economic, political, legislative, and professional perspectives to influence the delivery of care to individuals, families, communities, and populations.
- Employ interprofessional communication and collaboration to ensure safe, quality care across the lifespan.

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- Use principles of ethics, legal responsibility, and accountability to guide professional nursing practices across the lifespan and across the health care continuum.
- Accept personal accountability for lifelong learning, professional growth, and commitment to the advancement of the profession.

MS (CNL, CPH, NI, HSLM, RM-to-MS, CWO, and Dual Degree Options) program outcomes:

Available on our website under the "What You'll Do" tab at: <http://www.nursing.umaryland.edu/academics/grad/ms/>

- Incorporate scientific inquiry and theoretical concepts into efforts to improve the care to individuals and communities
- Lead evidence-based and interprofessional approaches for the design and delivery of comprehensive, culturally competent care to individuals/families, communities, and populations
- Participate in the design, implementation, and evaluation of health care systems to foster safety and excellence in health care delivery
- Engage in ethically sound, culturally sensitive, and evidenced-based practice to promote the health of individuals and communities
- Commit to lifelong learning for self and promote lifelong learning to consumers
- Practice advanced nursing roles in collaborative relationships across disciplines and in partnership with communities (i.e. nursing education, nursing administration, nursing informatics, advanced clinical practice, and clinical nursing leadership)

DNP (AGACNP, AGPCNP, FNP, PNPAC, PNPPC, PMHNP, CRNA, PMDNP, NNP) program outcomes:

Available on our website under the "What You'll Do" tab at:

<http://www.nursing.umaryland.edu/academics/doctoral/dnp/>

- Initiate, facilitate, and participate in collaborative efforts that influence health care outcomes with scholars, practitioners, clinicians, and policy makers from other disciplines
- Lead at the highest educational, clinical, and executive ranks
- Evaluate and apply ethically sound, culturally sensitive, evidence-based practice for the improvement of education, clinical practice, systems management, and nursing leadership
- Analyze and apply scientific knowledge and related skills for the highest level of nursing practice
- Design, implement, manage, and evaluate patient care and organizational systems

PhD program outcomes:

Available on our website under the "What You'll Do" tab at:

<http://www.nursing.umaryland.edu/academics/doctoral/phd/>

- Design, conduct, analyze, and disseminate research findings to expand knowledge in nursing and related disciplines
- Initiate, facilitate, and participate in interdisciplinary research with nurses and scholars from related disciplines
- Assume leadership roles in academic and health care settings