



College of Pharmacy

Policy Number	Policy/Procedure Name	Date of Revision	Owner
COP-COM 1.1	Curricular Oversight and Function of the Curriculum Committee	05/12/2025	Curriculum Committee

**ACPE Standard(s) (effective 2025.07.01)**

Standard 2. Curriculum - 2.2: Curriculum Design, Delivery, and Oversight

Standard 5. Faculty and Staff - 5.2.c: Educational effectiveness

**Scope**

The University of South Carolina (USC) College of Pharmacy (COP) faculty has governance over matters pertaining to the curriculum offered exclusively as part of the professional degree program as per [ACAF 2.03 Creation and Revision of Academic Courses](#). These courses include all required, elective, and experiential courses which are taken by students pursuing the Doctor of Pharmacy degree, as well as curricular tracks which lead to formal recognition of the student by the College upon completion of the track. The USC College of Pharmacy Curriculum Committee is responsible for ensuring that the college maintains a high-quality curriculum which is fully compliant with Accreditation Council for Pharmacy Education standards. The Curriculum Committee is chaired by a faculty member with membership which includes faculty; students; external stakeholder who is also a practitioner and/or preceptor; and key staff and administrators.

**Policy Statement**

Curriculum modification, including the creation, revision, and elimination of courses and tracks in the PharmD program must be approved at appropriate levels of curriculum responsibility within the COP as outlined in this policy.

**Purpose**

The University of South Carolina College of Pharmacy is committed to the creation, review, and revision of academic courses as a fundamental part of the ongoing development of an essential and up-to- date curriculum.

**Definitions**

Curricular change includes:

- Any addition or subtraction of a didactic, laboratory, or experiential course from those which are required in order for a degree candidate to earn the Doctor of Pharmacy degree.
- Any change to didactic, laboratory, or experiential course sequencing within the required curriculum.
- Any course action which results in a change to the credit hours awarded for completion of a single required didactic, laboratory, or experiential course.
- Any change to the total number of credit hours required for the Doctor of Pharmacy degree to be awarded.
- A change in the grade mode (i.e.; traditional versus pass/fail grading) for any required didactic, laboratory, or experiential course.
- Any change to the prerequisite course(s) assigned to a didactic, laboratory, or experiential course within the Doctor of Pharmacy curriculum.

Course actions include:

- Any approval of a didactic, laboratory, or experiential course that would be accepted to fulfill elective hours used toward earning the Doctor of Pharmacy degree.
- Modification of the mode of delivery of any didactic, laboratory, or experiential course (required or elective). Mode of delivery is defined as traditional instruction (i.e.; face to face) and distributed learning (synchronous web delivery, asynchronous web delivery, blended/hybrid web delivery, and two-way audiovisual delivery).
- Any modification to the course title or course description for any required or elective didactic, laboratory, or experiential course.
- Any approval of a College-recognized curricular track, and the list of courses which would be required for track completion.

Course/Track notifications include:

- Some required courses include **student assessments** which are utilized to fulfill specific requirements of the College's assessment plan. If deletion of, or change to, one of the required assessments is planned, the Course Coordinator will submit a notification to the Associate Dean for Outcomes Assessment and Accreditation as soon as possible, but no later than the first day of the term in which the change is planned.
  - Course Syllabus submission form meets this requirement.
  - The Associate Dean for Outcomes Assessment and Accreditation will maintain and distribute a list of course assessments which are utilized to fulfill required programmatic assessment needs in order to facilitate the above.
  - Course Coordinators and the Associate Dean for Outcomes Assessment and Accreditation will work collaboratively to ensure both flexibility for faculty and programmatic assessment requirements are maintained.
- Track notifications include:
  - Faculty responsible for an approved curricular track will submit a notification to the Curriculum Committee Chairperson when changes are planned to the track that include any of the criteria required for initial track approval.

## Procedures

The Curriculum Committee provides ongoing oversight of the Doctor of Pharmacy curriculum through [COP-COM 1.2 Curricular Review Process](#), approval and review of curricular tracks, as well as through ongoing review of the Doctor of Pharmacy curriculum map. Faculty provide input to these processes through submission of mapping data for the courses in which they teach and serve as course coordinator. Course coordinators provide input through annual submission of their course syllabi and participation in aspects of the course review process. Additionally, the Curriculum Committee receives key course outcomes data from the Associate Dean for Outcomes Assessment and Accreditation and the Assessment Committee. These processes allow the Curriculum Committee to identify areas in which action may be needed in order to ensure the quality of the educational program is maintained and accreditation expectations are met.

The Curriculum Committee is also responsible for review and/or approval of suggested changes to the Doctor of Pharmacy curriculum. Proposals for curricular change and course actions will be accepted from any faculty member. All proposals will be presented to, discussed with, and voted on by the USC College of Pharmacy Curriculum Committee. A quorum, defined as  $\geq 51\%$  of all voting members of the committee must be present in order for a vote to be held. If a quorum is not available, then the Committee Chairperson may request an asynchronous electronic vote be taken instead.

## Curricular Change, Course Actions, Course Notifications, and Track Notifications

All proposals for **curricular change** must first be approved by the USC College of Pharmacy Curriculum Committee before being sent to the full faculty for discussion and vote prior to enactment.

All proposals for **course actions** require approval of the USC College of Pharmacy Curriculum Committee. Following approval of the committee, course action proposals may be enacted. Full faculty vote will not be required.

Course coordinators will submit a **course/track notification** as information to the Associate Dean for Outcomes Assessment and Accreditation when changes are planned which have the potential to cause the College's educational outcome assessment needs to become unfulfilled.

Faculty responsible for an approved curricular track will submit a **course/track notification** to the Curriculum Committee Chairperson when substantive changes are planned to the track.

- Discontinuation of curriculum track
- Change in track coordinator
- Change in track description or student learning outcomes
- Change in didactic (required and elective), co-curricular, or experiential hours required to complete the curriculum track
- Updates to curriculum track admission criteria (if applicable)

#### Proposals for Curricular Change and Course Actions

Faculty seeking approval for new or modified courses (required or elective) should submit a course syllabus to the USC College of Pharmacy Curriculum Committee through the committee Chairperson. The syllabus should match the appropriate USC College of Pharmacy syllabus template and include the following:

- Tentative course coordinator
- Semester and program year offered (ex. P1, P2, P3)
- Credit hours requested
- Instructional Method
- Prerequisite requirements
- Course description (limit to 50 words)
- Course Learning Outcomes mapped to USC Educational Outcomes
- Planned course assessments mapped to USC Educational Outcomes
- Description of assessments
- Grading components and criteria (include rubrics if used for assessments)
- Draft of course schedule and content
- Required textbooks or other course material
- Other applicable content as found within the current syllabus template
- Reference to Syllabus Appendix (COP Policies)

If the proposal is in regard to modification of an existing course, a summary of planned changes to the course may also be of great value to the committee in evaluating the proposal.

Proposals for new curricular tracks should be submitted ([Curricular Track Proposal Submission](#)) and include the following:

- Track name
- Tentative track coordinator
- Track Description
- Earliest professional year accepted
- Minimum completion time
- Track Learning Outcomes/Objectives
- Details of the track application process
- Activity requirements for track completion differentiated by didactic, experiential and co-curricular
- Method(s) of assessment

A justification summary, inclusive of assessment data or other explanation which supports the proposal, is invited to accompany any submission. Faculty are encouraged to contact either the USC College of Pharmacy Curriculum Committee Chairperson or the Senior Associate Dean throughout the proposal process as needed or in the event of questions.

#### Proposal Review and Action

The submitting faculty member(s) will be invited to present their proposal to the College of Pharmacy Curriculum Committee and be involved in the initial discussion of their submitted proposal. The submitting faculty will then be dismissed from the meeting and the committee will have further discussion and vote upon the request. The Curriculum Committee may vote to 1) approve, 2) not approve, or 3) approve with revisions to the proposal. On occasion, decisions may be deferred pending committee acquisition of further details or university/college policy. For all proposals, the Curriculum Committee Chairperson will notify the submitting faculty of their proposal's status within one week of the vote. Faculty may present a previously disapproved, significantly modified proposal by following the same procedures stated above.

#### **Additional Contacts**

Not Applicable

#### **Related Information**

[COP-COM 1.2 Curricular Review Process](#)

[ACAF 2.03 Creation and Revision of Academic Courses](#)

#### **History**

<b>Date of Revision</b>	<b>Revision</b>
8/11/2021	New policy approval
5/12/2025	Formatting for standardized policy format; increased language to include curricular track approval and review

*Policy requires a vote and/or administrative directive with review cycle established; Procedures defined by committee(s) and/or administratively.*

#### **Appendices**

Not Applicable