

Title: Annual Course Reports

Policy  
No.: CUR 2.21

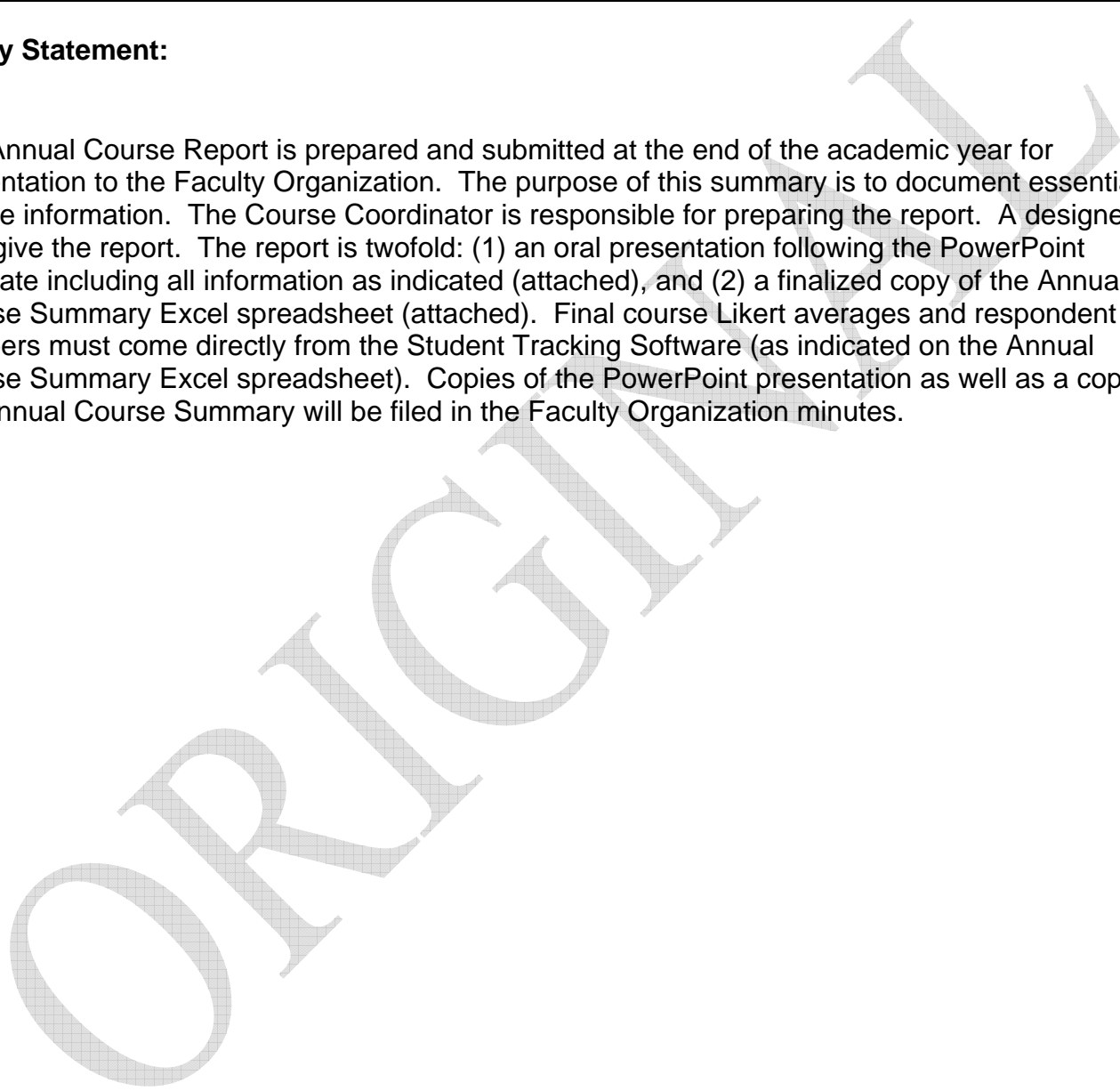
Date: 5/11/09  
Rev.:

Areas Affected: All BSMSO Faculty & Students

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**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 _____	_____
_____	CEO _____	_____
Signature	Title	Date

**Approval History:**

Committees and Dates:  
Program Improvement Committee – 3/23/09  
Faculty Forum – 4/20/09  
Faculty Organization – 5/11/09