University of Michigan College of Pharmacy
Work Procedures for Processing Assessment Data
Professional Degree Program

Assessment Plan Overview:
This document defines the process used by the Curriculum and Assessment Committee to ensure annual review of assessment data for the PharmD program as part of its continuous quality improvement efforts. The annual review is intended to preserve program strengths, identify and define action plans for areas of concern, and ensure ongoing monitoring of the effectiveness of those action plans. A comparison to previous years data will be done, when possible, to monitor progress over time.

Assessment Data Sources:
The collective assessment data for the professional degree program will be reviewed by members of the Curriculum and Assessment Committee (CAC) on an annual basis. This review shall include, but not be limited to the data sources below. The approximate timeline for data collection is shown in Table 1.

AACP Alumni Survey (done every 3 years)	Job Placement Data
AACP Faculty Survey (done every 3 years)	MPJE scores
AACP Graduating Student Survey (GSS)	NAPLEX scores
AACP Preceptor Survey (done every 3 years)	P4 lunch survey/data
ABO survey	Professionalism survey data
Course evaluations	Residency Match Data
End-of-semester (EOS) feedback	Town Hall Meeting minutes
Graduation Rate	

Assessment Process:
CAC members will be assigned data sources to review with the goal of identifying areas of strength, potential areas of concern, and areas where additional data may be needed to allow for more careful assessment of a given situation. This review will be compiled into a summative report that will be organized by specific domains:

College overall	Facilities
Curriculum	Student skills
Experiential	Teaching

The CAC will review the summative report to discuss potential areas of concern and will make recommendations to consider in addressing the problem. A comparison to previous years data will be provided, when relevant/available, to monitor progress over time. A responsible party (either committee or individual, as appropriate) will be defined for each noted concern to ensure accountability.

Accountability:
The summative document will be one of the tools used by the Associate Deans when establishing committee charges for the academic year. Responsible parties will be asked to submit to the Dean's office a year-end report addressing how each concern was handled. This report is due at the end of the academic year, consistent with the committee annual report process.

Table 1: Approximate Timeline for Assessment Data Collection

Date	Action	Responsible Party
January	Summary of P4 lunch data	Director Curriculum Assessment
January	Fall term end-of-semester feedback	Director Curriculum Assessment
February	Fall term course feedback	Director Curriculum Assessment
March	Town Hall meeting	Associate Deans
May	Winter term end-of-semester feedback	Director Curriculum Assessment
May	Summary of MPJE and NAPLEX data	Director Curriculum Assessment
May	Winter term course feedback	Director Curriculum Assessment
May	Professionalism survey	Director Curriculum Assessment
June	Graduation Rate	College Registrar
June	CAC Annual Report	Director Curriculum Assessment
June	Job placement/residency match data	Associate Deans
July	AACP GSS data	Director Curriculum Assessment
July	AACP faculty, preceptors, alumni (every 3 years)	Director Curriculum Assessment
July- August	CAC assigned review of all data for the year	CAC members
August	CAC summary of data shared with respective committees and faculty, as appropriate	Associate Deans
August	Annual assessment report used to generate College Committee charges	Associate Deans
September	Committee charges shared with committee chairs	Associate Deans

Approved by: Curriculum and Assessment Committee, November 21, 2013