NEW / ANNUAL COURSE PREPARATION

- **All required** UME courses have an assigned course coordinator.
- **Course directors should work closely with their assigned coordinator** to ensure room scheduling, learning management system, copyright clearances, student assessments and course evaluations are set-up correctly and on schedule.
- Course directors can provide course information as soon as it is available for better planning and coordination and meet regularly with course staff during the course to ensure smooth operations.

SCHEDULE

**Course Schedule**

- A detailed course schedule should be provided to the course coordinator at least **2 months prior** to the course start date to allow timely room reservations and entry of the schedule into the learning management system.

**Room Reservations**

- Classroom space in Light Hall is limited. Required classes have priority booking, but must be requested early to ensure preferred space. Course coordinators will schedule classrooms based on the course schedule and communication with the course director.

**Mediasite Classroom Recording Schedule**

- Based on the course schedule, the course coordinator will schedule Mediasite classroom recordings.
- Please note any sessions that should NOT be recorded along with the schedule (ie: patient presentations).
- Changes to the Mediasite classroom recording schedule need to be submitted at least **one week before** the specific class session.

LEARNING MANAGEMENT

**Organization of Course in Online Learning Management System (LMS)**

- If an LMS will be used, meet with course coordinator at least **2 months prior** to the course start date to establish a plan for set-up and management of the course site.
- Coordinators can assist with uploading documents to the LMS, entering calendar events and managing assessments in the LMS; however, overall course management in the LMS is the responsibility of the course director.

**Lecture Notes** (Course Director) and **PowerPoint Slides** (Lecturers)

- **One Month** before course start date, provide course director lecture notes.
- **2-3 Days prior to each guest lecture** provide PowerPoint slides to staff or upload in LMS.
Small Group Set-up

- **Two Weeks** prior to course start, provide information regarding small group set-up/assignment.

PURCHASING

**Course Supplies**

- In October-November each year, the UME course support budget is established. Course directors are asked to estimate course needs at that point. Approved purchases should be initiated through assigned course coordinator. Any **new purchase requests** that come up after the budget is established must be submitted for review and approval at least two weeks in advance of when needed.

**Copyrights**

- **One Month** prior to course start, provide titles for any copyrighted books / articles / videos that will need copyright clearance or purchase (this is NOT necessary if using links already covered under institution license).

STUDENT ASSESSMENT

**Exams, Quizzes and Peer Assessment**

- **Two Weeks** prior provide test questions and all necessary information pertaining to assessment set-up; coordinator will help determine the appropriate technical system for each component.
- If needed, schedule any **proctoring services** and establish **process and timeline for any assessment reports**.
- Allow at least one week processing time for any score reports (this may take longer depending on timing and special requirements).

COURSE & INSTRUCTOR EVALUATIONS

- **One Week** prior to course end date, submit 10 optional course-specific questions to course evaluation survey.
- **0-2 months after course ends**, receive and respond to data from course evaluation and participate in the Phase Team course improvement process

**Scope of Coordinator Responsibilities**

- Please note that additional services such as document editing, library searching, education scholarship support and coordination of individual lecturers are **NOT included in course coordinator responsibilities**.
- The OUME staff understands that last-minute requests are sometimes unavoidable. We will make every reasonable effort to meet your needs, but this may not always be possible due to staff capacity and competing demands. Your attention to requested lead-time and deadlines allows us to appropriately balance workload.
- Thank you for your consideration.
Course Support Timeline

----- BEFORE COURSE -----

October-November each year
  • Establish course purchasing needs for upcoming year

2 Months Prior to Start
  • Meet with Course Coordinator
  • Establish plan for course management and use of Learning Management System (LMS)
  • Provide course schedule for room reservations, LMS calendar and Mediasite recording
  • Determine Instructor Evaluation plan and timing with the course coordinator

1 Month Prior to Start
  • Provide titles for copyrighted literature and videos (NOT including links already under institution license)
  • Provide Course Director lecture notes

2 Weeks Prior to Start
  • Provide information regarding small group set-up/ assignment
  • Provide all necessary information for Exams/Quizzes/Peer Assessment set-ups
  • Establish proctoring coverage
  • Discuss special scoring or reporting needs

----- DURING COURSE -----

Two Weeks Prior to Assessment Event
  • Provide individual questions and all final information for exams, quizzes and peer assessments
  • Confirm proctoring services
  • Confirm any reporting or special scoring needs

72-48 HOURS Prior to Each Lecture
  • Provide presentation / slides to coordinator or upload to LMS

2 WEEKS Before End of Course
  • Submit 10 optional “course-specific questions” for course evaluation survey to evaluation coordinator

----- AFTER COURSE -----

1 WEEK After End of Course
  • Debrief with course coordinator about any future changes or final course wrap-up needs
  • Submit “Course Director Report” on outcome of course

2 WEEKS After End of Course
  • Receive course and educator feedback data

0-2 MONTHS After End of Course
  • Participate in UMEC Phase Team course review and improvement process
  • Participate in curriculum mapping (linking course objectives and activities to core competencies)