



Guideline: Annual Course Reports

PURPOSE:

The purpose of this guideline is to delineate the process for ongoing reporting of NESAs course delivery using the Annual Course Report procedure.

BACKGROUND:

Annual Course Reports are prepared to maintain the integrity of, and make improvements to, the NESAs curriculum. In addition, Course Report data is utilized in the preparation of reports to regulatory and evaluation bodies such as the Nursing Education Program Approval Committee (NEPAC), Canadian Association of Schools of Nursing (CASN), and quality assurance reviews.

The course lead will facilitate the course report process; however, the course report process is a collaborative one, and all individuals teaching in the course have a part to play in the provision of data and in the preparation of the report. When preparing for the final course meeting each semester, each faculty member teaching in the course should reflect on the elements required for reporting and bring this information to the meeting to facilitate the process.

DEFINITIONS:

Qualtrics Research Suite: Online survey platform used for NESAs program evaluation and Annual Course Reports

GUIDELINE SCOPE:

This guideline applies to all NESAs courses on both campuses designated as “NSG” or “NURS”. This guideline does not apply to courses delivered in support of the core curriculum—such as anatomy and physiology, nutrition, and sociology courses.

SPECIFICS OF THE GUIDELINE:

To enhance the consistency of the course reports and ensure that key data is collected in an orderly and usable manner, an online Annual Course Report is being utilized via the Qualtrics Research Suite platform. A template is available in Word format; however, all data is to be entered into the online data collection tool. The process is outlined below.

1. Each year, when it is time for an Annual Course Report, the University of Lethbridge Health Sciences Front Office survey administrator will enter the names and email addresses of course leads into the online Annual Course Report tool. A unique link to the online survey, as well as a Word template of the Report, will be sent to course leads (usually in May; however, timelines

for some courses may differ or special access may be requested for courses that only run once per year in the Fall).

2. The course lead, in collaboration with the course teaching team to ensure the correct information is gathered from the teaching team *prior to* beginning the online Annual Course Report entry process.
3. The course lead will then enter the course data into the online Annual Course Report, by clicking on the unique hyperlink sent to her/him.
4. The Front Office survey administrator can send a PDF of the recorded responses back to the course lead for their records and to guide course planning.
5. Data will be aggregated and shared with Curriculum and other NESAs Committees, as required.
6. Data will also be used in the generation of reports for NEPAC, CASN, and Quality Assurance.

APPENDIX:

A current version of the Report template is housed on the shared NESAs Joint Moodle site, and will also be sent out via email with the link to the online Course Report.

RELATED POLICIES/ASSOCIATED GUIDELINES:

REFERENCES:

Revised By/date:	Approved by/date:
Policy Review Committee: February 2015	Not Required: no change
Policy Review Committee: April 2016	Not Required: no change
Policy Review Committee: December 2016	Not Required: editorial change only
Policy Review Committee: April 2018	Not Required: no change
Policy Review Committee: March 2019	Not Required: no change
Policy Review Committee: April 2021	Not Required: editorial changes
Policy Review Committee: February 2022	No Required: editorial changes