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**Guideline: Annual Course Reports**

**PURPOSE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**BACKGROUND:**

It is important that Annual Course Reports be prepared to maintain the integrity of and make improvements to the NESA 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 Board (NEPAB), 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Qualtrics Research Suite: Online survey platform used for NESA program evaluation and Annual Course Reports

**GUIDELINE SCOPE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This guideline applies to all NESA 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, will complete a paper or Word template of the Annual Course Report. This will 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, and then simply transcribing off of the template that was completed in consultation with the teaching team.
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 NESA Committees, as required. Data will also be used in the generation of reports for NEPAB, CASN, and Quality Assurance.

**APPENDIX:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**RELATED POLICIES/ASSOCIATED GUIDELINES:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Revised By/date:** | **Approved by/date:** |
| Policy Review Committee:  April 2014 | NESA Joint Faculty Council:  May 14, 2014 |
| 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 |