

Policy: Course Debrief and Planning Report

INITIAL EFFECTIVE DATE: May 23, 2025	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE <ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee
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POLICY STATEMENT

The Office of Medical Education (OME) provides a report to Course Directors on an annual basis, highlighting the major outcomes, recommendations and required actions. Course Directors are expected to use the OME report to develop the new syllabus.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

To support curricular management

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
Course Coordinators
Associate Director for Academic Support Services
Assistant Dean for Foundational Education
Foundational Education Subcommittee

RELATED RESOURCES

Assessment reports
Syllabus Review
Year 1 and 2 End of Course Review

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: May 23, 2025
Review Dates (*review performed, no updates*):
Revision Dates (*updates made to document*):
Comments on Revision (*if applicable*):

Procedure: Course Debrief and Planning Report

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May 23, 2025		<ul style="list-style-type: none"> Curriculum Committee <ul style="list-style-type: none"> Foundational Education Subcommittee

PROCEDURE STATEMENT

- A. At the end of each course, the Course Director (CD) submits a reflection on the course.
 - The deadline is 6 weeks after the course ends.
 - The reflection should include major changes, strengths of the course, areas identified for improvement, and anticipated changes and needs.
 - For courses with units, each Unit Director sends the unit reflection to the CD, who is responsible for compiling all the unit information into a comprehensive and integrated report.



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- B. The Assistant Dean for Foundational Education in conjunction with the Associate Director for Academic Support Services develops a report with a summary of the course, deadlines, and recommendations/required actions for the next iteration.
 - The report is developed based on prior course evaluation, student feedback, assessment subcommittee report and strand leader report.
 - The report includes the following:
 - Summary of learning/teaching methods, including active learning strategies
 - Workload
 - Assessment and grade distribution
 - Review of current policies
 - Opportunities for horizontal and vertical integration
 - Professionalism
 - Deadlines and important dates
 - Required actions
 - Recommendations
 - Course performance in the last 5 academic years
 - The Associate Director for Academic Support Services emails the report to the CD at least 4 months prior to the course start date (except for longitudinal courses).
- C. CDs are expected to address all the required actions (and recommendations) before submitting the new syllabus.
- D. The Foundational Educational Subcommittee reviews compliance with this policy and provides recommendations during the annual review.