



School of Medicine

## Continuous Quality Improvement Plan for Course Notes

1. Improved images:
  - a. Systematic review of all images, charts, graphs or other digital renderings for print quality
  - b. Replace poor images with new renderings utilizing in-house graphic designers or public domain images
2. Review of printed materials by student focus groups after each course is completed:
  - a. Analyze feedback, review current best practices and report findings, make recommendations to Basic Science and Curriculum committees
3. Offer faculty development program that includes didactics on creating lecture handouts, PowerPoint and presentation techniques:
  - a. Engage Faculty Affairs, Office of Teaching and Learning to present topics to faculty
  - b. Create certificate program for faculty as educators
4. Develop a plan to make on-line version of lecture notes more interactive:
  - a. Form a committee of faculty, students and administration to define how notes should be interactive
  - b. Develop specific criteria to be used to assess available commercial products
  - c. Identify product and plan implementation of notes into the format

**Educational Technology Support Unit**

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