

Approved

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Operating Guidelines for Management of the Curriculum

Proposals for change in the curriculum can come from a variety of sources. A proposal for change might be suggested by a faculty member, the Dean's office, or the Curriculum Committee might initiate a proposal internally. The Curriculum Committee has the authority to decide on which of three levels a proposal will be handled.

1. **FULL FACULTY APPROVAL:** The Committee may decide that an issue is of sufficient importance to require action by the entire faculty. Proposals to resolve such issues would be implemented upon the approval of the Curriculum Committee, the Dean's Executive Committee and the full faculty of the College of medicine. Only major or broad-sweeping recommendations for curriculum change will be handled by this method. Examples of issues requiring approval by the full faculty will include, but are not limited to the following: Creation of new courses within the curriculum or deletion of existing courses from the curriculum; major increases or decreases in contact hours in existing courses which affect multiple courses within the curriculum; changes that will require modification of the bylaws of the College of Medicine; changes in the philosophy of the teaching Mission of the College of Medicine; changes in the general teaching methodology of the College of Medicine.
2. **CURRICULUM COMMITTEE APPROVAL:** the Curriculum Committee might decide that a proposal is suitable for implement upon the approval of the Curriculum Committee and a favorable review by the Dean's Executive Committee. Issues which will impact the curriculum in a minor way, but which are not considered worthy of consideration by the full faculty could be handled by the method. Examples of issues requiring review by the Executive Committee would include, but are not limited to: Approval of proposals which will modify the academic calendar; approval of proposals to move courses from one term or year to another; approval of recommendations for workshops or other faculty development programs which require the financial support of the College of Medicine. The decision will be presented at the next general faculty meeting as part of the Curriculum Committee report.
3. **IMPLEMENTATION BY THE DEAN'S OFFICE:** The Curriculum Committee may feel that an issue is a non-controversial procedural problem. Proposals to resolve non-controversial issues could be implemented by the Deans office upon the approval of the Curriculum Committee. Non-controversial issues are those that require the immediate attention of the Curriculum Committee as a deliberative body, but which are not deemed worthy of consideration by the full faculty. Examples of non-controversial issues would include, but are not limed to: Approval of requests for addition or deletion of a small number of contact hours within an existing courses; recommendations for disbursement of educational funds; approval of proposals for educational programs which are not normally considered components the curriculum and which do not directly impact the existing curriculum (i.e., enrichment electives, CPR certification course, etc.); opinions rendered (at the request of the administration) about the suitability of an action proposed by the administration.

Operating Guidelines for the Management of the Curriculum

In accordance with the College of Medicine (COM) Bylaws and applicable accreditation standards, the COM curriculum committee is responsible for the overall design, management, and evaluation of the curriculum. The curriculum committee has the authority to direct and coordinate all major aspects of the curriculum as delineated in the Bylaws.

Proposals for changes in the curriculum may come from a variety of sources, such as module or clerkship directors, faculty members, the COM administration, or the curriculum committee itself. There are three primary venues in which a change to the curriculum may be approved: at the level of the course/clerkship, in the curriculum committee or its subcommittees, or by the full faculty or COM executive committee. The curriculum committee has the authority to decide which of these levels a proposal for change will be handled.

Course or clerkship: Course and clerkship directors may make changes in their course or clerkship related to the normal operation of that course or clerkship. These changes would include things such as:

- Determination of which faculty member(s) will teach a given part of the course
- Choice of textbook or other learning materials
- Determination of teaching method for a given set of learning objectives, within the guidelines set by the curriculum committee
- Selection and scheduling of appropriate student assessments for the course or clerkship, within the guidelines set by the curriculum committee
- Minor changes in learning objectives, subject to subsequent review and revision by the curriculum committee
- Scheduling of events within the course or clerkship

Curriculum committee: Changes that require curriculum committee/subcommittee approval prior to implementation would include:

- Major changes in learning objectives
- Movement of a course from one semester to another semester or from one year to another year
- Changes in pedagogy that would fall outside the guidelines approved by the curriculum committee
- Use of assessment methods that are outside guidelines set by the curriculum committee; for example, the committee has determined that customized NBME examinations will be given as the final exam in each preclinical organ system module; if a course director wanted to use another assessment as a final exam, that would have to be approved by the curriculum committee in advance. Likewise, the required clerkships give the NBME clerkship exam as the final exam; if a clerkship director wanted to use an alternative final exam, that would require curriculum committee approval.

Full faculty/COM executive committee: The curriculum committee determines which proposals for change it believes should go before the full faculty or executive committee. These changes might include:

- Major changes in the academic calendar
- Addition or deletion of courses or clerkships from the curriculum