

Policy 4.1.4 UAMS COM Undergraduate Medical Education
Section Educational Administration
Title CURRICULUM COMMITTEE AND COURSE/CLERKSHIP DIRECTOR AUTHORITY
LCME Element(s) N/A
Approved By UAMS COM Curriculum Committee
Version History March 27, 2023

In accordance with LCME standards and as specified in the College of Medicine bylaws, the COM curriculum committee is responsible for the overall design, management, and evaluation of the medical school curriculum to ensure coherent and integrated policies and coordinated activities to fulfill the academic mission of the College.

The College bylaws specifies that the curriculum committee has authority to direct and coordinate the following:

- Ensure that the design and delivery of the educational program are in compliance with all applicable accreditation standards
- Create, review, and revise, as needed, the overall undergraduate medical education goals and objectives of the College
- Sequence the various segments of the curriculum within and across periods of study
- Determine the methods of pedagogy and student assessment to be used in the College
- Develop and evaluate learning objectives of individual courses and clerkships
- Ensure that program-wide standards for the design and delivery of the educational program occurs at all educational sites
- Evaluate the content and workload in each course, clerkship, and discipline to identify unwanted omissions and redundancies
- Evaluate the effectiveness of the educational program in an on-going fashion

The purpose of this policy is to make clear the division of authority between the curriculum committee and the course/clerkship directors.

Curriculum committee approval is required for revisions to any of the following:

- Medical education program objectives
- Promotion/remediation/dismissal/graduation requirements/policy
- Curriculum changes that entail multiple courses
- Overall program duration, duration of each segment of the curriculum, duration of individual courses/clerkships
- Appointment of new course/clerkship directors
- Major changes to a specific course/clerkship, such as:
 - Changes to course/clerkship prerequisites
 - Changes to course/clerkship learning objectives
 - Changes to course/clerkship content
 - Changes to course/clerkship pedagogy or assessment methods (unless consistent with previously approved guidelines for pedagogy or assessment)
 - Changes to the course/clerkship grading rubric/system
 - Changes to the requirement checklist/required clinical experiences on clerkships
 - Changes that impact comparability between the main and regional campus

Course/clerkship directors are authorized to do the following without specific curriculum committee approval:

- Establish event learning objectives that map and are consistent with the course/clerkship learning objectives approved by the curriculum committee
- Develop the course/clerkship syllabus consistent with the policies and guidance of the curriculum committee
- Implement the content of the course/clerkship, including the detailed schedule of learning activities
- Recruitment and assignment of faculty members to teach in the course/clerkship; for any non-faculty instructors, providing them with the course/clerkship learning objectives and conducting training on their role in the course/clerkship
- Reviewing the course/clerkship evaluation and faculty teaching evaluations and making plans for course/clerkship revisions, with input from the QI subcommittee and oversight of the curriculum committee



March 27, 2023

Executive Associate Dean for Academic Affairs

Date

