Undergraduate Medical Education

Procedure for Course Directors to Make Changes to Course Content

Curricular Component: Procedure #CC-16P
Corresponding Policy: none
Supersedes: none
Lead Writer: unknown
Adopted by Curriculum Committee: January 30, 2014
Revisions: none

Background

When changes to courses in Undergraduate Medical Education are made, and concepts or topics are added or deleted, it has impact on other parts of the curriculum and on the overall learning experience of the students in the current class. This procedure allows for rationale for change and tracking of change. Consideration of a consistent educational experience for the current class is of paramount importance.

Procedure

1.0   Process:

Course Director wishes to implement a content change	Course Director seeks input from Year Director	Course Director presents to Curriculum Committee if
1. Course Directors have autonomy to create whatever topics and sessions are applicable taking into consideration the requirements outlined in columns 2 and 3 2. Deletion of topics should be done in consultation with Year Director	1. Recommends additions and deletions of topics 2. Considers impact on other parts of curriculum especially for current class 3. Consults with colleagues; e.g., Competency Leads, Discipline Leads where the change impacts on their curriculum within the course	Proposed changes creates a change in one of: 1. Assigned curricular objectives and/or MCC presentations 2. The historic footprint of the course due to addition or deletion (this includes DIL time) 3. Instructional and/or assessment policies (e.g., meet lecture percentage, etc.)

NOTE: Removal or addition of curricular objectives or MCC presentations **must** go through the Curriculum Committee.

2.0   Communication: Closing the Loop

2.1.   The Year Director will communicate with the Special Assistance for Curricular Review and the Educational Developer who can update the curriculum map.

2.2.   The Year Director will notify the Curricular Coordinator to make changes to the course in MEdTech.

2.3.   The course change will be recorded in the CFRC interview process through questions on additions and deletions over the next year.

3.0   Timing

3.1.   Proposed additions or deletions should be brought to the Year Director at least 4 months before the course starts (preclerkship and clerkship curricular courses) or 4 months before the next cohort of students start

3.2.   The Year Director should notify the Special Assistant for Curricular Review and the Educational Developer immediately of the decisions made so curriculum mapping is accurate.

4.0   Rationale for Curriculum Change to Curriculum Committee

4.1.   In order to provide a rationale for curriculum change to the Curriculum Committee, consideration of the following criteria is needed:

4.2.   For new courses/units in courses:
- A needs assessment is conducted concerning existing courses and of faculty and students
- Literature is searched into best pedagogical methods to develop and implement the course
- There is a scan of existing courses in the curriculum for links and integration
- There are aims developed for the course or major revision.
- The course adheres to the Red Book, and to MCC presentations.
- Staffing needs, and other financial considerations are explored (e.g. resources, development needs, etc.) Estimated staffing needs are communicated to **Workforce Coordinator and Year Directors.**
- Impact of transition is outlined. Evidence of consultation is required with stakeholders.
- Impact of the proposed change/development is explained. Evidence of consultation is required with stakeholders.

4.3. For deletions:
- Needs assessment conducted, and/or consultation with curriculum leaders demonstrates no impact on objectives and outcomes for the whole program
- Rationale includes reasons for deletion

4.4. Resources to assist:
- Educational Team, UG Teaching and Learning Committee, Year Director, Competency Leads
- The Administrative Support person for the Curriculum Committee will provide a template for the Course Director to use when presenting a request to make a change to course content for approval by the Curriculum Committee.