

Curriculum Proposal Policy

Office of Accountability:	Office of the Dean, Faculty of Medicine
Office of Administrative Responsibility:	Undergraduate Medical Education Office
Approver:	Undergraduate Medical Studies Committee
Approval Date:	21 February 2007
Review Date:	

Definitions

Undergraduate Medical Education Program	Program of study leading to the degree of M.D.
Student Contact Hours	Amount of time allocated to complete the teaching and learning experiences required to achieve the objectives of a given course.

Overview

The Undergraduate Medical Studies (UGMS) committee, a standing committee of Faculty Council, has responsibility for the overall evaluation of the curriculum and its objectives and any policy and procedure related to such. The Committee on Accreditation for Canadian Medical Schools (**CACMS**) **Element 8.1** states that there must be a duly constituted faculty body to oversee the curriculum as a whole and have responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

Purpose

The purpose of this policy is to ensure that any curricular changes affecting the undergraduate medical education program are reviewed and approved by the body responsible for the overall design, management and evaluation of the institution's medical school curriculum, the UGMS committee.

Curriculum Proposal Policy

Policy

- 1.0 All requests related to program change must be submitted as a formal curriculum proposal to the UGMS committee. This includes requests to do the following:
 - 1.1 to add program content;
 - 1.2 to modify program content c. to delete program content;
 - 1.3 to increase student contact hours e. to decrease student contact hours.
- 2.0 Each proposal is considered within the context of the whole curriculum.
- 3.0 Approval of any proposal is contingent on available resources.

Procedure

PART I

Curriculum proposals for adding to, or modifying, the content of the Undergraduate Medical Program or for increasing student contact hours within an existing course must include the following components:

A.0 Rationale/Evidence of Need

- A.1. A specific need must be identified and supported by a combination of the following:
 - A.1.1. needs assessment;
 - A.1.2. research evidence;
 - A.1.3. current trends and best practices;
 - A.1.4. results of course evaluations;

Curriculum Proposal Policy

- A.1.5. endorsement of others from within the medical community;
- A.1.6. peer review;
- A.1.7. national standards, if applicable;
- A.1.8. external evaluation.
- A.2. Include a discussion of how the proposal will meet the identified need.
- A.3. Describe how meeting the identified need will better meet the needs of students, the Faculty of Medicine, and the population. Explain the (potential) benefits to be derived from implementation.
- A.4. A review of the overall program curriculum must be undertaken to ensure that proposals do not include content being taught in other areas of the program.
- A.5. In addition to A.1 above, the proposal must receive the support of the Pre-Clerkship/Clerkship Committee.

B.0 Learning Objectives

- B.1. Outline learning objectives consistent with the goals and mission of the medical school.
 - B.1.1. Objectives must be directly related to meeting the identified need.
 - B.1.2. Objectives must be detailed.
 - B.1.3. Objectives must measure knowledge, skills and attitudes.
 - B.1.4. Objectives must be linked to MCC (and MSOP) objectives.

C.0 Planning and Implementation

- C.1. Items to consider include the following:

Curriculum Proposal Policy

- C.1.1. rationale for the any displacement of existing content to accommodate the proposed inclusion;
- C.1.2. how the proposed content will complement the undergraduate curriculum;
- C.1.3. how the proposed content may be integrated into the curriculum.
- C.2. With regard to delivery of the proposed content, please outline the following:
 - C.2.1. material, financial and human resources required for effective implementation
 - C.2.2. any costs to be incurred by students
 - C.2.3. timeline for implementation
 - C.2.4. any prerequisites
 - C.2.5. total number of student contact hours
 - C.2.6. teaching/learning strategies to be employed and the amount of time allocated to each
 - C.2.7. formative and summative evaluation methods related to learning objectives

D.0 Evaluation

- D.1. Include strategies for measuring the effectiveness of the proposed curriculum.

Curriculum proposals for deleting content from the Undergraduate Medical Education Program or for decreasing student contact hours within an existing course must follow the procedure outlined above in Part A: 1, 2 and 4.

Curriculum Proposal Policy

PART II

- A.0** Curriculum proposals are submitted to the UGMS committee for initial consideration.
- B.0** If appropriate, the UGMS committee refers the proposal to the Management Team.
- C.0** The Management Team reviews the proposal and makes recommendations to the UGMS committee.
- D.0** Based on the recommendations of the Management Team, the UGMS committee decides whether to approve or not to approve the proposal.
- E.0** Resource requests are normally made by the UGME cost centre (the Assistant Dean and UGME coordinator) to the Manager of Finance and Administration by September of each year for the following academic year as per the cost centre request policy.
- F.0** If approved, the UGMS committee presents the proposal to Faculty Council, in principle, for ratification or information.
- G.0** The UGMS committee formally communicates its decision to the party that submitted the proposal.

Related Links

[CACMS](#)