

## Policy for Curriculum Changes in the M.D. Program

<b>Office of Accountability:</b>	Undergraduate Medical Education Office
<b>Office of Administrative Responsibility:</b>	Undergraduate Medical Education Office
<b>Approver:</b>	Undergraduate Medical Studies Committee
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### Definitions

<b>Curriculum Oversight Subcommittee (COS)</b>	Subcommittee of the Undergraduate Medical Studies (UGMS) Committee that is responsible for monitoring curricular content and objectives, and enhancing, clarifying and maintaining processes related to the ongoing review, monitoring, and management of curriculum.
<b>Session</b>	A component of course delivery which includes, but is not limited to, a lecture, lab, or tutorial.
<b>Undergraduate Medical Studies (UGMS) Committee</b>	A committee established to govern all aspects of the curriculum for the Doctor of Medicine (M.D.) program.

### Overview

Curriculum review is an essential component for the effective delivery of the Doctor of Medicine (M.D.) program. As indicated in the accreditation standards of the Committee on Accreditation of Canadian Medical Schools (CACMS), the Faculty of Medicine (FoM) has a responsibility to engage in the ongoing monitoring, review, and revision of program objectives, learning objectives, curriculum content, and instructional and assessment methods for the M.D.

## Policy for Curriculum Changes in the M.D. Program

program. Proposed changes to the M.D. program curriculum require appropriate consultation, review, and approval prior to implementation.

### **Purpose**

To support the review and approval process for curriculum development and modification in the M.D. program.

### **Scope**

The M.D. program at Memorial University of Newfoundland (Memorial).

### **Policy**

#### **1.0 Type of Curriculum Changes**

1.1 Approval requirements and processes are dependent on the type of curriculum change being recommended. Curriculum changes are grouped into the categories as described below.

#### **1.2 Minor Curriculum Content Changes**

1.2.1 Minor curriculum content changes are revisions that do not significantly affect the intended content and/or delivery of the curriculum. Examples include, but are not limited to:

1.2.1.1 Session title modification;

1.2.1.2 Re-wording of session objectives;

1.2.1.3 Adding or removing objectives for a session;

1.2.1.4 Assigning objectives to a different session;

1.2.1.5 Changing session teaching and learning methods;

1.2.1.6 Splitting a session into multiple sessions; merging multiple sessions into one.

## Policy for Curriculum Changes in the M.D. Program

### 1.3 Major Curriculum Content Changes

1.3.1 Major curriculum content changes are revisions that significantly modify the intended content and/or delivery of the curriculum. Examples include, but are not limited to:

- 1.3.1.1 Increasing or decreasing the length of time for a session;
- 1.3.1.2 Moving a session to a different theme or Phase;
- 1.3.1.3 Adding or removing a session in a course;
- 1.3.1.4 Assessment method changes.

### 1.4 Minor Program Changes

1.4.1 Minor program changes are modifications to program components that do not affect the intended delivery of the program. Normally, these changes are initiated from undergraduate medical education (UGME) leadership teams (e.g. Phase Management Team; Curriculum Oversight Subcommittee (COS); Undergraduate Medical Studies (UGMS) committee). Examples of minor program changes include, but are not limited to:

- 1.4.1.1 Changing course goals;
- 1.4.1.2 Changing course names;
- 1.4.1.3 Changing course descriptions;
- 1.4.1.4 Changing program outcomes.

### 1.5 Major Program Changes

1.5.1. Major program changes, as outlined in the CACMS [Rules of Procedure](#), are major modifications of the M.D. program curriculum and include a major reorganization of one or more years of the program, the program as a whole, or the introduction of a new educational 'track' (a parallel program of study for a segment of the student body).

1.5.2. CACMS must be provided with a notification of major modifications, as well as planned class-size increases or the introduction of new or expanded branch campuses.

## Policy for Curriculum Changes in the M.D. Program

### Procedure

- A.0 All proposals related to curriculum content change(s) as described in **1.2** and **1.3** will require completion of a [Curriculum Change Form](#).
- A.1. Minor Curriculum Content Change
- A.1.1. Lecturer completes the [Curriculum Change Form](#).
- A.1.1.1. Proposals for a Minor Curriculum Content Change will require a brief summary of the current curriculum item and the proposed change(s).
- A.1.2. The completed form is sent to the COS. The COS will consult with the appropriate Undergraduate Content Lead (UCL), as needed.
- A.1.3. Once a Minor Curriculum Content Change is acknowledged, accepted and documented by COS, it will be implemented. The Chair of the COS will then bring the proposed change(s) forward to the appropriate Phase Management Team and the UGMS committee for information purposes and review.
- A.2. Major Curriculum Content Change
- A.2.1. Lecturer completes the [Curriculum Change Form](#). Proposals for a Major Curriculum Content Change will require:
- A.2.1.1. an overview of the change(s) being proposed;
- A.2.1.2. the rationale for the proposed change(s) with supporting evidence;
- A.2.1.3. an outline of the learning objectives (if applicable);
- A.2.1.4. description of how the proposed change(s) will be delivered in the curriculum (if applicable);
- A.2.1.5. description of how the proposed change(s) will be assessed (if applicable).
- A.2.2. The completed form is sent to the COS for review. The COS will consult with the appropriate UCL.

## Policy for Curriculum Changes in the M.D. Program

A.2.3. The COS will bring the proposed changes to the appropriate Phase Management Team for review.

A.2.4. If supported by the Phase Management Team, the Phase Lead will present the proposed changes to the UGMS committee for final approval.

### B.0 Minor/Major Program Changes

B.1. Proposals for minor and major program changes are brought forward to UGMS for approval.

B.1.1. Modifications to course names and course descriptions require a university calendar change once approved by UGMS. Such changes require additional approval by the FoM Faculty Council, Senate Committee on Undergraduate Studies (SCUGS) and Senate.

B.1.2. Major program changes, once approved by UGMS, are brought forward to the FoM Faculty Council for approval.

B.1.2.1. A notification of approved major program changes are sent to CACMS.

### C.0 Timelines

C.1. Curriculum content/program change proposals may be submitted at any time however, the effective date will ultimately be determined by the date of final approval. The more significant the proposed change, the longer it will take for the proposal to flow through the appropriate approval processes.

C.1.1. The implementation of curriculum content/program changes may have to be deferred to the following academic year.