

**UC Riverside, School of Medicine Policies and Procedures****Policy Title:** Curricular Change Policy**Policy Number:** 950-06-002

<b>Responsible Officer:</b>	Director of Medical Education
<b>Responsible Office:</b>	Office of Undergraduate Medical Education
<b>Origination Date:</b>	5/1/2021
<b>Date of Revision:</b>	-
<b>Scope:</b>	All UME curricula and related staff and faculty, as well as all medical and graduate students within the SOM

**I. Policy Summary**

The Medical Education Committee (MEC) and its subcommittees, the Preclerkship Curriculum Subcommittee (PCCS), the Clerkship Curriculum Subcommittee (CCS), the Longitudinal Ambulatory Care Experience Subcommittee (LACE), the Subcommittee on Emphases, Collaborative Programs, and Threads (SECT), and / or the Assessment and Evaluation Subcommittee (AES) may modify aspects of the curriculum, graduation requirements, and educational or student progress policies at any time before a student completes the requirements for graduation. Approved changes will designate an effective date or affected student cohort but may affect all students.

**II. Definitions**

- A.** AES: Assessment and Evaluation Subcommittee
- B.** CCS: Clerkship Curriculum Subcommittee
- C.** FEC: Faculty Executive Committee
- D.** LACE: Longitudinal Ambulatory Care Experience
- E.** MEC: Medical Education Committee
- F.** PCCS: Preclerkship Curriculum Subcommittee
- G.** SECT: Subcommittee on Emphases, Collaborative Programs, and Threads  
(note: in development as of 5/2021)
- H.** UME: Undergraduate Medical Education

**III. Policy Text**

- A.** Any significant changes to any part (required or optional) of the 4-year medical school curriculum must be approved through the process outlined in the Guidelines for Curricular Change Workflow.
- B.** Exceptions to this policy must be approved by the Senior Associate Dean of Medical Education, the Senior Associate Dean of Student Affairs, and the Dean.

**Rationale:** Medical curricula are different in structure and delivery than those experienced by students in the larger university. Whereas students with a declared major are largely free to take courses in any order, the medical

curriculum is characteristically a strict sequence of offerings to which students have very little discretion. Thus, when aspects of the medical curriculum need to be modified, those modifications and their effects on requirements cannot be avoided by ongoing medical students because no alternative can be offered. Thus there is no possibility that medical students can be assured the curriculum or the graduation requirements in place upon their entry will be exactly those they will experience throughout their entire programs.

It is critical that significant curricular changes be reviewed by faculty and staff with a general and deep understanding of how those changes will affect all other course, blocks, threads, and other curricular elements.

**IV. Responsibilities**

MEC and its designated subcommittees will review and approve all changes to the curriculum and evaluate how those changes affect all other aspects of the curriculum.

**V. Procedures**

- A.** Curricular changes must be submitted through the established guidelines of the UCR SOM Office of UME, and routed for approval through MEC, or through its appropriate designated subcommittee.
- B.** Curricular changes approved by the MEC or its designated subcommittees will be communicated to the Faculty Executive Committee (FEC) for review.

**VI. Forms/Instructions**

Curricular Change Request form

**VII. Related Information**

See attached *Guidelines for Curricular Change Workflow* at UCR SOM

**VIII. Revision History**

Approvals:

COMPLIANCE COMMITTEE (04/28/21)

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PAUL HACKMAN, J.D., L.L.M.  
CHIEF COMPLIANCE AND PRIVACY OFFICER,  
SCHOOL OF MEDICINE

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DATE

\_\_\_\_\_  
BRIGHAM C. WILLIS, MD, MEd  
SENIOR ASSOCIATE DEAN, MEDICAL EDUCATION  
SCHOOL OF MEDICINE

\_\_\_\_\_  
DATE

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DEBORAH DEAS, M.D., M.P.H  
VICE CHANCELLOR, HEALTH SCIENCES  
DEAN, SCHOOL OF MEDICINE

\_\_\_\_\_  
DATE

## **UCR SOM Guidelines for Curricular Change**

**Approval by:** Medical Education Committee (MEC)

**Date of original adoption:** 5/1/2021

**Date of last review:** 5/1/2021

### **Overview**

Prior to implementation, all changes to the MD Program curriculum require submission, review, and approval of a proposal. In addition to major modifications to one or more years of the program, these Guidelines apply to the introduction of minor modifications, such as pilot projects as well as changes to courses, components, threads, emphases, or other discrete curricular elements, including but not limited to changes to:

- Title
- Year level
- Course and learning activity objectives
- Learning modality
- Educational setting
- Total duration and/or time dedicated to a particular unit or sub-section
- Assessments
- Evaluation forms

The Medical Education Committee (MEC) is responsible for oversight of all changes to the program curriculum (see Curricular Change Policy). The approval process and information requirements are dependent upon the type of curriculum change, as described below.

### **Approval Process**

The formal review and approval of curriculum change proposals normally begins at the local level, as appropriate to the nature of the proposal. The intent of this approval process is to support and ensure a coherent and coordinated effort among multiple stakeholders, including theme, component and course directors, curriculum directors, the Vice Dean, and other teachers, students, and administrative staff responsible for oversight and delivery of the curriculum. The development of curriculum change proposals may also involve consultation with other individuals and/or committees.

**Proposals that require formal approval by the Medical Education Committee include:**

- changes that are considered a major modification, according to the Office of Medical Education Quality (OMEQ), any of the designated subcommittees of MEC, or the Senior Associate Dean of Medical Education
- changes that require submission of notification to the Liasion Committee on Medical Education (LCME)
- changes to the UCR SOM Educational Program Objectives (EPOs)
- the introduction of new curricula/requirements (including pilot projects)
- substantive changes to or the removal of existing curricula/requirements

**All other curriculum, assessment, or evaluation changes** require approval by the relevant designated subcommittee of MEC, as appropriate, prior to implementation and according to submission/reporting processes determined by the subcommittee chair. All such changes must be reported by the subcommittee chairs to the MEC for informational purposes in a timely manner.

The development of any proposal that might require approval by the curriculum committee as outlined above should involve early consultation with the Senior Associate Dean of Medical Education and Senior Associate Dean of Student Affairs in order to determine the appropriate information requirements and approval processes. The Senior Associate Dean of Medical Education has final authority as to whether a change requires approval by the MEC or can be presented to the MEC after approval by a subcommittee for informational purposes.

*It is highly suggested that authors or proposers of curricular changes utilize the proposal template (see Appendix A) intended to help guide the development and approval of curriculum changes that involve substantive changes to or the removal of existing curricula/requirements as well as significant changes to the content, objectives, delivery, assessment and/or evaluation of individual courses, components, themes or other discrete curricular elements. **The relevant Associate Deans are responsible for providing direction, in accordance with these Guidelines, with respect to the information required for minor curriculum changes that do not require approval by the MEC, as defined above.***

## Appendix A – Curriculum Change Proposal Template

Date of Curricular Change Submission:

Proposed Date of Change Implementation:

Owner of Proposed Change:

Proposed Submission to: (PCCS, CCS, AES, LACE, SECT, or MEC)

### OVERVIEW

1. Name of course, component or theme being changed.
2. Indicate the type(s) of changes being proposed change(s) being proposed.
3. Indicate the effective date of the change(s).

### DETAILED DESCRIPTION OF CHANGE

4. Provide an academic rationale for the change(s), including how it relates to the UCR SOM's overarching goals and objectives.
5. Provide a detailed description of the change(s), including, as appropriate, how they relate to the existing:
  - a. curriculum structure
  - b. course/block/component/thread-level requirements
  - c. program-level requirements
  - d. course/component/thread-level learning objectives
  - e. UCR SOM EPOs and related competencies
  - f. assessments
  - g. evaluations

Note: comment, as applicable, on the appropriateness of the change to support student achievement of curricular requirements, learning objectives and competencies.

### **IMPACT ON STUDENTS**

6. Outline the expected impact on continuing students, if any, and how they will be accommodated. Include a summary of any consultation regarding the change with students.

### **EVALUATION**

7. Please provide a brief description of how the proposed change(s) will be evaluated.

### **CONSULTATION AND IMPLEMENTATION**

8. If the proposal includes a change in student assessments or evaluations of teaching, has the Associate Dean and / or Director, Assessment and Evaluation been consulted, including with respect to implementation? If yes, please summarize.

10. If the proposal includes a change in learning modality and/or education setting, has consultation taken place with the individuals/offices who will be supporting implementation of the change (e.g. Director, Faculty Development, Facilities leadership, Student Instruction Support, Director of SP or Sim, etc.)? If yes, please summarize.

11. If the proposal includes will result in a change teacher recruitment, has consultation with those responsible for recruitment (e.g. Block Director, Sim Director) taken place with respect to implementation? If yes, please summarize.

12. Will the change require faculty development supports? If so, has consultation taken place with the Director, Faculty Development? Please summarize.

### **RESOURCE IMPLICATIONS**

13. Describe any resource implications of the change(s) including but not limited to teaching capacity, technology, and space.

14. If the resource implications are being addressed through a reallocation of existing resources, please describe how.

15. If new/additional resources are required, please describe the consultations that have taken place to secure the necessary resources. This may include a statement of support from the Senior Associate Dean of Medical Education.

**APPROVALS**

16. Please indicate, as appropriate, which committee(s) have reviewed and approved the proposed changes, including dates (if applicable).