

CURRICULUM INNOVATION & OVERSIGHT

Operating Standards

1. ESTABLISHMENT

The Undergraduate Medical Education Committee (UMEC) hereby establishes the Curriculum Innovation & Oversight Operating Standards.

2. ROLE

The purpose of the CIO Operating Standards is to ensure the clinical content within the UME Medical Doctor (MD) Program curriculum in keeping with the goals, objectives and philosophy of the University of Calgary's Cumming School of Medicine (CSM), in a manner that meets or exceeds accreditation standards.

3. SCOPE

The CIO Operating Standards are to be followed when there is proposal for a curricular change which will significantly change the overall curriculum as a whole, any learning objectives, or the learning experiences of the students.

- Examples of curricular changes appropriate for CIO Operating Standards:
 - Curricular change that results in the modification, addition or removal of a learning objective
 - Curricular change that results in a modification, addition or removal of assessment content or strategy
 - Addition of new curricular content
 - Removal of existing curricular content
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- Examples of curricular changes not appropriate for CIO operating Standards:

- Updating podcast/teaching materials without significant change to content

4. RESPONSIBILITIES

The Director of Continuous Quality Improvement is responsible for carrying out the CIO Operating Standards, and through this shall:

- Report to the RIME Pre-clerkship Committee (RPCC) through a status report as a standing agenda item on each committee meeting agenda, including review of CIO applications to be voted upon if applicable.
- Report to the Clerkship Committee (CC) through a status report as a standing agenda item on each committee meeting agenda, including review of CIO applications to be voted upon if applicable.
- Provide an annual report of CIO activities, to the Assistant Dean of Pre-Clerkship and Assistant Dean Clerkship for use in their annual reports to UMEC

5. PROCEDURES

The Director of Continuous Quality Improvement will carry out the duties enumerated below. The listed duties shall be the common, recurring activities; however, they may carry out additional duties as needed.

Primary duties are as follows:

1. Regularly review the curriculum to ensure:
 - curriculum is organized and implemented effectively, and in a manner consistent with accreditation standards and UMEC directives
 - ensure the guiding educational objectives of the undergraduate program are appropriately mapped & implemented
 - integration and coordination of the program as a whole remain cohesive and purposeful
2. Receive and review, and make initial recommendations of all proposed modifications to the curriculum ensuring:

- the guiding educational objectives and philosophy of the program (e.g. RIME principles in the pre-clerkship) are respected and followed
 - appropriate consultation with UME stakeholder groups including:
 - I. EDI stakeholders
 - II. Evaluations teams
 - III. Academic technologies
 - IV. UME operations (regarding resources required – human, physical and financial)
 - provide recommendations and guidance to the Block Directors, overseeing content creation and content curation.
 - provide recommendations around new curricular components around issues of:
 - I. Delivery (e.g. synchronous or asynchronous)
 - II. Attendance (e.g. mandatory or supplemental)
 - III. Integration and spirality (e.g. update of the curriculum map)
3. Once an application of a proposed modification to the curriculum is deemed satisfactory for review at large, it will be presented at the relevant committee meeting for voting/approval (e.g., RPCC or CC).
- If the faculty proposing the modification is a standing member at the given committee meeting, they will present the proposed modification. If the faculty is not a standing member of the given committee, the Director of CQI will present on behalf of the faculty.
4. The following procedures will be followed at the given committee meeting:
- Decisions on content modification:*
- Requests for a change to the curriculum will be presented by the relevant person, as described above. The committee will review all proposed modifications to the curriculum and decide if the proposal is in keeping with: 1) the educational objectives of the program; and 2) the rhythm and structure of the calendar, including scheduled time assigned to the course.
 - The Director of CQI will, if needed, highlight relevant considerations to the committee.

- If a committee member is submitting a proposal, they must recuse themselves from the meeting during the voting process and will not be a voting member on their proposal. Voting procedures will be followed based on the terms of reference of the relevant committee.

Addition of curriculum content:

- The relevant committee will be responsible for approval of content added into the curriculum and provide guidance and recommendations on what may be removed from the curriculum as a result (if anything).
- The committee may also provide recommendations to the Block Directors on addition of curricular content based on factors including but not limited to: 1) accreditation requirements; 2) University requirements; 3) societal needs; and 4) student feedback.
- If content is added, the committee will provide recommendations and guidance for: 1) appropriate integration and spirality within the curriculum through a generalist lens; and 2) the creation or curation of resources and other relevant content in collaboration with the Block Directors, Pre-Clerkship Educators and Clerkship Directors.
- The Director of CQI will, if needed, highlight relevant considerations to the committee.
- If a committee member is submitting a proposal, they must recuse themselves from the meeting during the voting process and will not be a voting member on their proposal. Voting procedures will be followed based on the terms of reference of the relevant committee.

6. EFFECTIVE DATE

Operating standards will be effective on the date that they are approved.

Created: January 8, 2025

Approved: Jan 14, 2025

UME Management