

## Guidelines for Making Curriculum Changes

---

**Approval body:** MD Program Curriculum Committee

**Date of original adoption:** 16 August 2011

**Date of last review:** 20 February 2018

**Date of last amendment:** 20 February 2018

**Date of next scheduled review:** 20 February 2022

---

### 1. 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, themes or other discrete curricular elements, including but not limited to changes to:

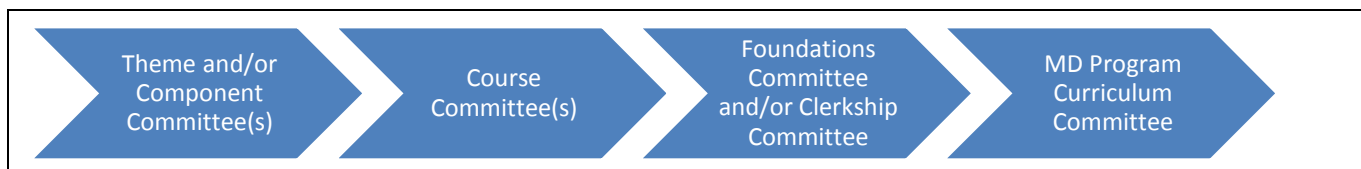
- Title
- Year level
- Course and learning activity objectives
- Learning modality
- Educational setting
- Total duration and/or time dedicated to a particular unit or sub-section
- Assessments
- Evaluation forms

The MD Program Curriculum Committee is responsible for oversight of all changes to the program curriculum. The approval process and information requirements are dependent upon the type of curriculum change, as described below.

### 2. Approval Process

#### Approval within the MD Program

The formal review and approval of curriculum change proposals normally begins at the local level, as appropriate to the nature of the proposal. Beginning with the most relevant local level committee(s), the approval process within the MD Program should proceed as follows, with committee chairs being responsible for forwarding approved proposals to the next committee, as follows:



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 MD Program curriculum. The development of curriculum change proposals may also involve consultation with other individuals and/or committees.

Proposals that require *approval* by the MD Program Curriculum Committee include:

- changes that are considered a [major modification](#) according to the [University of Toronto Quality Assurance Process](#) (UTQAP)

- changes that require [submission of notification](#) to the Committee on Accreditation of Canadian Medical Schools (CACMS)
- changes to the MD Program [key and/or enabling competencies](#)
- the introduction of new curricula/requirements (including pilot projects)
- *substantive* changes to or the removal of existing curricula/requirements
- *significant* changes to the content, objectives, delivery, assessment and/or evaluation of individual courses, components, themes or other discrete curricular elements

All other curriculum changes require approval by the Foundations Committee and/or Clerkship Committee, as appropriate, prior to implementation and according to submission/reporting processes determined by the Foundations Director and Clerkship Director. All such changes must be reported by the Foundations Director and Clerkship Director to the MD Program Curriculum Committee for information 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 Vice Dean, MD Program in order to determine the appropriate information requirements and approval processes. As Chair of the Curriculum Committee, and in accordance with these *Guidelines*, the Vice Dean, MD Program has final authority as to whether a change requires approval by the Curriculum Committee or can be presented to the Curriculum Committee for information.

#### Approval beyond the MD Program (major modifications)

Following approval by the MD Program Curriculum Committee, the Vice Dean, MD Program is responsible for submission of *major modification* proposals to the Faculty of Medicine Education Committee and CACMS, as follows:



According to the University of Toronto Quality Assurance Process (UTQAP), [major modifications](#) include:

- changes that will significantly change what medical students will know and be able to do when they complete the MD Program, including changes to the MD Program’s [key and/or enabling competencies](#)
- significant changes to admissions requirements
- significant changes to faculty engaged in program
- changes to the mode of delivery of the program as a whole or a significant portion of the curriculum
- offering the program at another location or institution

[Faculty of Medicine Faculty Council](#) is the final University approval body for major modifications, which are then reported by Faculty Council to the Office of the Vice-Provost, Academic Programs (VPAP).

According to the Committee on Accreditation of Canadian Medical Schools (CACMS) [Rules of Procedure](#), major modifications of the MD Program curriculum 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). 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. Notification is *not* required for changes such as revisions to individual courses or individual clerkships rotations or the introduction of a new course.

### 3. Information Requirements (proposal templates)

The MD Program has a proposal template (see Appendix A) intended to help guide the development and approval of curriculum changes that are not considered a major modification as defined by UTQAP or CACMS but 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 Foundations Director and Clerkship Director 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 Curriculum Committee, as defined above.

#### Major modification proposal templates

- [Major modifications proposal template](#) (as defined by UTQAP)
- [Major modifications proposal template](#) (as defined by CACMS)
- [New Parallel Curriculum proposal template](#) (as defined by CACMS)
- [Expansion/Class Size Increase proposal template](#) (as defined by CACMS)

### 4. Timelines

Curriculum change proposals may be submitted at any time; however, the effective date will ultimately be determined by the date of final approval. In general, the more significant the curriculum change, the longer it will take for the proposal to flow through the appropriate approval processes. The implementation of curriculum changes that are approved after the publication of the MD Program's Academic Calendar may be deferred to the following academic year.

## Appendix A – Curriculum Change Proposal Template

This template is intended to help guide the development and approval of curriculum changes that are not considered a major modification as defined by University of Toronto Quality Assurance Process (UTQAP) or the Committee on Accreditation of Canadian Medical Schools (CACMS) but 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.

### Overview and Rationale

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).
4. Provide an academic rationale for the change(s), including how it relates to the MD Program's overarching [goals and objectives](#).

### Detailed Description

5. Provide a detailed description of the change(s), including, as appropriate, how they relate to the existing:
  - a. curriculum structure
  - b. course/component/theme-level requirements
  - c. program-level requirements
  - d. course/component/theme-level learning objectives
  - e. MD Program key and enabling competencies
  - f. assessments
  - g. evaluations

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, has the Director, Student Assessments been consulted, including with respect to implementation? If yes, please summarize.
9. If the proposal includes a change in evaluations (e.g. end-of-rotation evaluations), has the Director, Assessments and Evaluations 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. Discovery Commons; Manger, Curriculum; 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. Course Director, Academy Directors) 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 Vice Dean, MD Program.

### **Approvals**

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