

Process for adding new content to the UWSOM curriculum

Situation

Describe what situation within the UWSOM curriculum is driving the request

Background

Outline relevant back ground from the literature or pilot studies that underscore the importance of the topic. Include methods of analysis/investigation relevant to the assessment presented below.

At a minimum, include a review of the current status (program objectives/learning objective review); interviews with relevant stakeholders.

Assessment

What are the results of your investigation?

At a minimum comment on the current status and gaps identified

Recommendations:

What changes/innovations do you recommend?

For curricula make sure to address:

How the material is aligned to the UWSOM Program objectives

Instructional methods to be used

Ability to deliver materials in our distributed model

Project timeline

What is the implementation plan?

- a. Where will the instruction/assessment occur w/in the curriculum?
- b. By whom?
- c. What will be removed to include this innovation?
- d. Which Phase must approve?

What is the monitoring plan?

- a. Who will monitor the content to insure that it is integrated/accurate/contemporary?
- b. What outcomes will be measured?
- c. Timeline and reporting

What Resources are needed to fulfill your recommendations?

Return form to SoM Curriculum Office, Kellie Engle, kaengle@uw.edu

Approved: Curriculum Committee, January 8, 2018

Approval Process for Content to be Added to Curriculum

STUDENT, FACULTY OR DEAN

CURRICULUM COMMITTEE

Curriculum issue identified outside authority area

SBAR filled out & submitted to Curriculum

Curriculum Committee member assigned to work with requestor

Prioritization in consultation with CC member

Draft SBAR reviewed by relevant stakeholders

Presentation to Phase Committee

Approval by Phase Committee

Stakeholders reject and do not approve

Stakeholders approve

Presentation to Curriculum Committee

Curriculum Committee work group reviews phase committee recommendation, SBAR

Curriculum Comm assess need, timeline & priority

Curriculum Committee vote approve

Revise SBAR & inform CC

Phase Committee recommends revision or rejects inform CC

Curriculum Committee vote: Reject/Revise

Curriculum Committee oversees implementation & reviews updates/outcomes

CC Actions related to rejections or multiple rounds of revision by stakeholders or phase committee:

1. Review SBAR & documentation of reason for revision or rejection
2. Discussion of relationship to data and overall Curriculum priorities
3. Decision by CC to accept, rejection or override decisions
4. If override: CC based working group created to design and implement change.

★ One round of revisions and review by Stakeholders can occur with each project.

When should this process be initiated?

The SBAR(Situation, Background, Assessment, Recommendation) for curricular change should be initiated for phase or program level changes.

Examples:

- New required curricular content or topic added to a phase for all students
- Curricular content removed from a phase
- New required course or clerkship which affects graduation requirements for all students
- Course or clerkship curricular content merged or split
- Change in phase/quarter start date or end date with impacts to tuition, financial aid, registration and WWAMI funding
- Initiate a new program such as a certificate program, pathway, longitudinal integrated clerkship program