



OTAGO MEDICAL SCHOOL  
*Te Kura Hauora o Ōtākou*

# MB ChB Curriculum Review and Revision/change Process 2019

## Introduction:

Domain subcommittees (SCs) provide oversight of curriculum outcomes that fall within their specific domain and are responsible for continuous review and refinement of these learning outcomes.

Regular review of learning outcomes is required as part of the overall curriculum quality assurance process with learning outcomes to be reviewed annually from 2018 for 3 years and thereafter 3 yearly. Where learning outcomes are of interest /shared across more than one domain the subcommittee with delegated oversight must ensure liaison with other interested domains as part of the review process.

Review of existing outcomes may also be required when:

- (1) An individual or groups enquires/asks about the current coverage/exposure to a particular area or topic/subject in the curriculum
- (2) An individual or group (including the Domain SC) requests, recommends or proposes a change to the curriculum, either addition of what it believes to be new topics/subjects or learning outcomes, removal of outdated or irrelevant outcomes, or a proposed modification or re-organisation or clustering of existing outcomes.
- (3) An individual or group suggests the sequencing of learning requires review – where the outcomes are appropriate but the order in which they are learnt may need improvement

In addition to Domain SCs, others who request or propose changes to the curriculum include module convenors, campus CSCs, national working groups representing particular disciplines or curriculum areas, and other interest groups.

The process for review and/or revision of significant curriculum change should be the same regardless of the source/origin of the proposal. This document outlines the recommended process.

## Curriculum Review and Revision/change Process:

- (1) All enquiries in relation to the existing curriculum, and all requests, recommendations and proposals for significant change (modification or addition or deletion) to existing learning outcomes or topics/subjects should be submitted to MCC in the first instance. If local campus CSCs, or Domain SCs receive such proposals they should be redirected to MCC.
  - a) For enquiries in relation to current curriculum, and assuming the enquiry is reasonable, MCC will determine the relevant Domain subcommittee to field the enquiry and refer. If the topic of enquiry crosses domains the enquiry may be referred to curriculum map academic lead (CMAL) initially for assistance and guidance.
  - b) For proposed curriculum changes: MCC will first determine the initial merit of the proposal and whether it warrants further work before then referring to the relevant Domain SC.

The receiving Domain SC has options of either investigating the matter themselves or constituting a specific working party (WP). A WP might be required where the curriculum learning outcomes under

consideration includes areas outside of the expertise of the specific Domain SC membership and/or where the learning outcomes cross domains.

Formation of a WP requires approval from MCC.

MCC can also decide to convene a WP where the proposed new material does not readily fit within one of the established curriculum domains and there is no good fit with existing Domain SCs to lead the investigation. As with enquiries about current curriculum, the CMAL may be able to assist initially with review of current curriculum and possibly offer guidance about constitution of a WP.

(2) In general, the initial tasks of a SC or WP are to:

- a) Evaluate the rationale and/or justification for the request/recommendation/proposal
- b) Undertake or complete a stock take of the current learning outcomes, learning opportunities and learning resources
- c) Establish gaps/omissions, areas of redundancy or where synergies/added value can be achieved

This information may be sought using the curriculum map and Med Moodle, and/or by direct approach to others, such as module convenors, CSCs and students. Where the source/originating party behind the request/recommendation/proposal for change is internal to the MB ChB it is reasonable to expect or ask this individual/group to contribute at least to the initial work involving review of the existing curriculum. The investigation and final recommendations and report however will be the responsibility of the Domain SC.

**Where the Domain SC or WP concludes that significant change is warranted**, either reorganization of existing curriculum, removal of outdated or irrelevant outcomes and/or addition of new curriculum, it will make a report to MCC.

All reports recommending change must include:

- I. The rationale/justification for change
- II. Learning outcomes and their optimal staging and levels of learning within the MB ChB programme

The group should seek feedback from MCC at this point.

Depending on the curriculum change involved, additional steps may include recommendations in relation to implementation and evaluation of the change considering some or all of the following:

- III. Learning opportunities throughout the programme including taught (teacher-supported) and independent (student) learning sessions/activities
- IV. Resources to support student learning and teachers (including staff development)
- V. Assessment of the new learning outcomes
- VI. The optimum relationships (integration and independence) of the new curriculum material (outcomes, opportunities and assessment) to other components of the MB ChB curriculum
- VII. Ongoing governance and oversight of the new curriculum material
- VIII. Evaluation of the new curriculum material

***In the case of a proposal for the addition of significant new curriculum*** (learning outcomes, and/or opportunities) specific consideration must be given to how space would be created in the curriculum to ensure avoidance of ‘curriculum creep’ or overload, and unreasonable expectations on staff and students. Where changes proposed are wholly within the oversight of the proposing Domain, the SC must make specific recommendations about which existing learning outcomes and/or learning opportunities would be removed to accommodate the inclusion of new ones. Where adding new learning outcomes to the curriculum would require removal or significant modification of existing outcomes and/or opportunities outside of the oversight of the proposing Domain SC, the matter should ideally be discussed with the other interested/affected Domain SC’s and some specific proposals included in the report for MCC consideration and final arbitration.

***Where the Domain SC or WP concludes that no significant changes are required or warranted***, a report to that effect, with justification, should be made to MCC.

- (3) All stages and decisions along the process should be clearly documented and communicated to the relevant parties, including the source/originating individual or group.
- (4) If the curriculum change is approved MCC will consider implementation implications and a long-term oversight process. The relevant CSCs will be formally notified of the approved curriculum change and MCC will expect ongoing communication with the CSCs and other relevant MCC SCs to ensure evaluation of the change. If the changes were regarded as ‘significant’, approval would also be needed by the OMS academic board. In general, any changes affecting <10% of the curriculum would not be regarded as ‘significant’. Oversight options include e.g. ongoing Domain SC oversight, maintaining a network of interested parties, MCC initiated periodic reviews or formation of a standing MCC subcommittee.

