

University of Otago Medical School
MB ChB Curriculum Map Sub-Committee (CMSC)
Terms of Reference

Purpose / Whāinga

The MB ChB Curriculum Map Sub-Committee (CMSC) provides governance and oversight of the development, implementation, monitoring and quality improvement of the Otago Medical School (OMS) MB ChB Curriculum Map (the Map).

The Curriculum Map is the web-based platform which presents the core learning outcomes of the MB ChB curriculum and how they relate to each other, to learning opportunities through the curriculum modules, and to selected learning resources.

The primary purposes of the Map are to:

- facilitate student learning,
- support staff in developing and delivering the MB ChB programme
- enable OMS to ensure that the MB ChB curriculum is readily available, transparent, agile, responsive and quality assured

Relationships / Hononga

The group is responsible to, and reports to, the MB ChB Curriculum Committee (MCC).

The sub-committee liaises with the Dean OMS, MB ChB Programme Director, Deans/Associate Deans and module conveners at each site and with the Otago Medical School Manager as required.

The sub-committee liaises with other sub-committees as required.

The group has authority to:

- 1) endorse and make minor modifications and refinements to existing learning outcomes as recommended and/or approved by Domain SCs
- 2) make improvements to the Map web-site/interface where these improve the user experience and functionality and do not involve significant conceptual or content changes
- 3) make other refinements/modifications to existing learning outcomes and Map content where these clarify meaning, purpose and intent without significantly changing content
- 4) advise and advocate for the required Information Technology /Information Systems resources required for the Map and, through the Curriculum Map Academic Lead (CMAL), to direct the IT/IS team to ensure the Map development and maintenance is consistent with its overarching purpose

- 5) advise MCC of the requirements necessary to ensure consistency between the Map and MedMoodle in order to receive the necessary support from the IT/IS and the MedMoodle development and support teams

The group will seek MCC guidance and endorsement for any matters which:

- 1) Involve significant changes (additions or deletions) to curriculum learning outcomes
- 2) Involve significant conceptual changes including changes to key language and terminology, and change in the overall direction and purpose of the Map
- 3) Involve significant changes in functionality and user-experience with the Map

The committee may delegate some of these authorities to the CMAL

Functions and tasks / Mahi

1. Direct and oversee technological developments so that they enhance the map functionality
 - a. Direct and work with the IT/IS team to ensure that Map development and maintenance is consistent with its overarching purpose
 - b. Make improvements to the Map web-site/interface where these improve the user experience and functionality and do not involve significant conceptual or content changes
 - c. Work with the Med Moodle development and support team to ensure consistency between the Map and Med Moodle
2. Support the Domain SCs in their roles overseeing, reviewing and refining the MB ChB curriculum content as represented by learning outcomes (LOs), and their optimal progression and levels of learning within the MB ChB programme including making minor modifications and refinements to existing learning outcomes
3. Support and facilitate Domain sub-committees in discussing and agreeing curriculum outcomes of shared relevance
4. Advise MCC on ways to ensure key resources are identified and linked to core elements in the Map including delegation to Domain SCs
5. Liaise with the MB ChB Assessment SC (MASC) to ensure the Map accurately reflects and supports constructive alignment of LOs, learning opportunities and assessments
6. Advise MCC of staff development needed to support the map functionality
7. Monitor and advise MCC in relation to emerging trends and developments in curriculum mapping and other relevant medical curriculum developments in New Zealand and internationally
8. Make reports and recommendations to MCC

Membership / Whakaurunga

The sub-committee will have representation encompassing both ELM and ALM components of the programme, a range of medical disciplines, and members should not all be from a single campus. It will consist of people with interests and/or

expertise in curriculum development / mapping and/or teaching and learning. Membership should include at least one member who is also on the MB ChB Assessment Sub-Committee (MASC)

- Curriculum Map Academic Lead (CMAL) (Convener)
 - MB ChB Programme Director
 - A Domain SC convener
 - ELM module convener(s) or teaching academic(s)
 - ALM block module conveners or teaching academics (3)
 - An ALM vertical module convener or teaching academic
 - An individual whose role involves facilitating 'end-user' (staff and student) experiences e.g. an Education Advisor (EA) or e-Learning Facilitator (eLF)
 - eLICIT/Moodle liaison person
 - Co-opted members as required
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- Invited member: An IT Information Systems (IS) Development Team Leader
 - Invited member: ELM Programme Director

The Curriculum Map Academic Lead (CMAL) will convene the sub-committee and represent it as a member of the MB ChB Curriculum Committee, and on other committees as required.

As agreed with the Otago University Medical Students' Association, student representation on this sub-committee is through their membership of school/campus curriculum sub-committees and the MB ChB Curriculum Committee. The CMAL may also facilitate student-specific meetings including with student education representatives.

Working methods / Huarahi whakatutuki

The group will meet regularly (3 – 9 times/year) during the year by videoconferences or face-to-face.

Quorum will comprise at least half the committee (5 members), including the convener, and 1 representation from Early Learning in Medicine and 1 from Advanced Learning in Medicine. Each individual committee member will be counted for quorum and voting by the role/s held. If quorum cannot be reached, the convener has discretion to proceed with informal meetings.

When appropriate, a report of key points from each meeting will be provided to the MB ChB Curriculum Committee, including issues requiring consultation with other committees.

The sub-committee will develop and regularly review a schedule of goals and priorities, and review its membership and terms of reference annually.

The sub-committee will be supported by the OMS Office.

Dates for the following year should be provided to the Otago Medical School central administration for inclusion on the central meeting schedule by 1 December.

Appendix 1

Current membership / Rārangi kaiwhakauru (10 + 2 invited)

Committee membership status	Member
Curriculum Map Academic Lead (CMAL) (Convener)	Dr MaryLeigh Moore
MB ChB Programme Director	Professor Tim Wilkinson
Domain SC Convener	Dr Simon Walker
ELM module convener/teaching academic	Professor Brian Hyland Dr Ruth Barnett
ALM block module convener/teaching academic	Dr Charlie Mentzel (DSM) Mr Jeremy Simcock (UOC) Dr Judy Ormondy (UOW)
ALM vertical module convener/teaching academic	Dr Paul Chin (UOC)
Education Advisor (EA) or e-Learning Facilitator (eLF)	Dr Steve Gallagher
eLICIT/Moodle liaison	Dr Phil Blyth
Information Systems Development Team Leader (Invited member)	Gary Niemi
ELM Programme Director (invited member)	Associate Professor Grant Butt