TITLE: CMS Plan for Emergency Curricular Changes

SPONSOR: CMS Curriculum Committee

EFFECTIVE DATE: March 23, 2020

INTRODUCTION AND PURPOSE:

The purpose of this policy is to establish the procedures for making changes to existing in-progress courses due to unforeseen emergency related changes in the learning environment, clinical experience or other unanticipated circumstances that significantly impact course delivery and/or assessment.

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This policy applies to the CMS educational program.

POLICY STATEMENTS:

CMS has a systematic approach to revising and modifying existing courses to respond to unforeseen changes in the learning environment, clinical patient experience or other unanticipated circumstances that significantly impact course delivery and/or assessment.

In a designated emergency, the Dean in consultation with the Associate Dean for the Medical Education Program or equivalent, the relevant Departmental Chair(s) and the Co-chairs of the Curriculum Committee can make curricular changes that maintain course/clerkship objectives while simultaneously accommodating the emergency-imposed restrictions. These changes will then be presented at a subsequent Curriculum Committee meeting for discussion and retroactive approval.

DEFINITIONS:

An emergency is as an event resulting in sudden and unforeseen loss of on-campus in-class learning and/or clinical in-person patient activities that lasts at least one-week.

PROCEDURES:
1. In these rare emergency situations, the Dean, in consultation with the relevant Department Chair(s), the Office of Students Affairs and Education and the Co-chairs of the Curriculum Committee, may implement proposed, time-sensitive curricular changes in order to accommodate the emergency-imposed restrictions while maintaining course/clerkship objectives.

2. All proposals for course modifications must be submitted using the CMS Application for Approval of a Course/Clerkship Modification.

3. These change proposals will then be presented at a subsequent Curriculum Committee meeting for discussion and approval.

4. Changes in a Course Syllabus: Faculty may propose changes in the course syllabus to add alternative or remote learning, when applicable. These and other non-substantive changes alter the activities, assessments, or sequence, but maintain the course/clerkship objectives.

5. Approval of Changes to a Course Syllabus: All course and syllabus changes must be reviewed and approved by the relevant Department Chair(s) prior to student notification and implementation. Chair(s) or other designee must notify the CMS Dean of the change. The change will:
   a) only affect a single course/clerkship.
   b) not affect the length of the term.
   c) be consistent with guidance from all regulatory agencies and does not require a change to the institutional academic calendar or IBHE approved program curriculum timeline.

6. Communication of Changes to a Course Syllabus to Students must be done as soon as possible:
   a. An updated syllabus must be posted to the D2L Brightspace course shell.
   b. Students must be notified of the changes via official school email.
   c. Changes in activities, assessments, and schedule must be posted and highlighted in the course shell.

7. Documentation of the Course Syllabus Change Process
   a. CMS will document changes in the curriculum review process.
   b. All course changes need to be communicated to the CMS Dean by Departmental Chair(s) or other designee with the understanding that these changes will be reviewed and discussed after transition, or if significant concerns are raised by the Dean.

POINTS OF CONTACT:

Assistant Dean for Curriculum and Instruction, Office of Student Affairs and Education.
REFERENCES AND RELATED POLICIES:

CMS Application for Approval of a Course/Clerkship Modification
RFUMS Provost Announcement *Academic-related Guidance for Faculty* dated 3.17.20
Standard 8