

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Curriculum Change Proposal Form</b>	<b>CC.004.00</b>
Effective Date	11.24.2020
Last Revision/Review	

### **1. Purpose**

To document the procedures for completing and submitting the Burrell College Curriculum Change Request Form

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Administrative Assistant: Responsible for distributing the completed Curriculum Change Proposal Form to Departmental Chairs and the Associate Dean for Pre-Clinical Education or Associate Dean for Clinical Education for signature approval. Then provides the signed Curriculum Change Proposal Form to the Curriculum Committee members for final discussion and approval.

Associate Dean for Clinical Education: Responsible for reviewing the submitted Curriculum Change Proposal Form to ensure that the proposed changes are consistent with institutional policies and procedures implemented in years 3 and 4 of the curriculum. The Associate Dean may designate another individual with responsibility for reviewing Curriculum Change Proposal Forms in their absence. Also responsible for ensuring that approved changes are implemented.

Associate Dean for Pre-Clinical Education: Responsible for reviewing the submitted Curriculum Change Proposal Form to ensure that the proposed changes are consistent with institutional policies and procedures implemented in years 1 and 2 of the curriculum. The Associate Dean may designate another individual with responsibility for reviewing Curriculum Change Proposal Forms in their absence. Also responsible for ensuring that approved changes are implemented.

Course Director: Responsible for completing the Curriculum Change Proposal Form and submitting the completed form to the Curriculum Committee.

Curriculum Committee: Responsible for approving or rejecting the Curriculum Change Proposal Form and associated curricular changes.

Department Chairs: Responsible for reviewing the submitted Curriculum Change Proposal Form to identify and be aware of how the change(s) will affect departmental faculty. A Chair may designate another member of their department with responsibility for reviewing Curriculum Change Proposal Forms in their absence.

### **4. Definitions/Abbreviations**

### 5. Procedural Steps

- 5.1. Course Director completes each section of the Curriculum Change Proposal Form
  - 5.1.1. Course Directors should clearly articulate the need and justification for the proposed changes.
  - 5.1.2. Course Director should consult with any faculty member directly affected by the proposed changes prior to submitting the form, including other Course Directors whose course may be impacted.
  - 5.1.3. Multiple changes to a single course may be listed on the same Curriculum Change Proposal Form
  - 5.1.4. Attach any additional information to the form that will assist others in understanding the need and impact of the proposed change(s), such as updated calendars, acknowledgment from other Course Directors, etc.
- 5.2. Course Director submits the complete Curriculum Change Proposal Form to the Curriculum Committee via email at [bcomcurriculum@bcomnm.org](mailto:bcomcurriculum@bcomnm.org).
- 5.3. The Administrative Assistant prepares and distributes the Curriculum Change Proposal Form for administrative review using Adobe Sign or other suitable electronic signing application.
  - 5.3.1. All Departmental Chairs are included for first-level acknowledgment to assess impact on their department and for general awareness.
  - 5.3.2. For changes to the pre-clinical curriculum (i.e., OMS-I and OMS-II), the Associate Dean for Pre-Clinical Education is included for next-level signature approval.
  - 5.3.3. For Changes to the clinical curriculum (i.e., OMS-III and OMS-IV), the Associate Dean for Clinical Education is included for next-level signature approval.
  - 5.3.4. The Associate Dean reviews the proposal only after the Departmental Chairs have signed acknowledging receipt.
  - 5.3.5. The Departmental Chairs, or their designee, will have 48 hours to review and sign the Curriculum Change Proposal Form. After the Departmental Chairs have signed, the form is automatically relayed to the appropriate Associate Dean.
  - 5.3.6. The Associate Dean will have 48 hours to review and sign the Curriculum Change Proposal Form. After the Associate Dean has signed, the form is automatically relayed back to the Administrative Assistant.
- 5.4. Curriculum Committee approval of the Curriculum Change Proposal Form.
  - 5.4.1. After all signatures are collected, the completed Curriculum Change Proposal Form is provided to the members of the Curriculum Committee at the next regularly scheduled committee meeting when the proposed changes will be discussed.
  - 5.4.2. Committee members may ask questions relevant to the proposed changes in order to clarify any aspect of the completed form.
  - 5.4.3. The Curriculum Committee must vote to either accept or reject the proposed changes. Slight modifications to the form may be a condition of acceptance; however, a vote on any major changes should be postponed until all affected parties have been able to consider the modifications.
  - 5.4.4. Upon approval by the Committee, the Curriculum Committee Chair will sign the approved Curriculum Change Proposal Form.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **6. Reports/Charts/Forms/Attachments/Cross References**

Curriculum Change Proposal Form

### **7. Maintenance**

This SOP was voted and approved at Curriculum Committee meeting on August 19, 2020. This SOP is to be reviewed by the Curriculum Committee annually.

### **8. Signature**

Signature on File

11.24.2020

David Rodenbaugh, Curriculum Committee Chair

Date

### **9. Distribution List**

Internal

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			