

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Curriculum Change Proposal Form	CC.004.01
Effective Date	11.24.2020
Last Revision/Review	5.8.2024

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 the appropriate individuals, including curricular Deans and Chairs, for review. Then provides the reviewed and signed Curriculum Change Proposal Form to the Curriculum Committee members for final discussion and approval.

Department Head of 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 Department Head of Clinical Education may designate another individual with responsibility for reviewing Curriculum Change Proposal Forms in their absence. Also responsible for ensuring that approved changes are implemented.

Department Head of 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 Department Head may designate another individual with responsibility for reviewing Curriculum Change Proposal Forms in their absence. Also responsible for ensuring that approved changes are implemented.

Department Head of Curriculum Effectiveness & Evaluation: 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, especially as it relates to assessment and evaluation.

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.
- 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 Department Head of Pre-Clinical Education is included for review.
 - 5.3.3. For Changes to the clinical curriculum (i.e., OMS-III and OMS-IV), the Department Head of Clinical Education is included for review.
 - 5.3.4. The Department Head of Pre-Clinical Education or Clinical Education reviews the proposal only after the Departmental Chairs have signed acknowledging receipt. The Department Head of Pre-Clinical Education or Clinical Education will each have 48 hours to review and sign the Curriculum Change Proposal Form.
- 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.

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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

Approved by

Curriculum Committee Chair

5.8.2024

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]			
5/8/24	3	Add role for Head of Curriculum Effectiveness & Evaluation		5.20.2024
5/8/24	5.3.5-5.3.6	Deleted due to redundancy. Added language to 5.3.4		5.20.2024