Creating a New Elective for the School of Medicine
(Phase IV Only – Due to Curriculum Reform, no new Phase I-II elective proposals are being accepted)

This guide is designed to provide basic information for faculty interested in creating a new elective for the School of Medicine. Please refer to the Electives Policies and Procedures for additional information about the electives. Please review this guide and the associated deadlines prior to beginning course development for a new course.

COURSE CREATION BASICS

Creating a new course requires thought and attention to many different details. The following book provides a useful guide for creating a new curriculum in medical education:


Similar to any curriculum, all three aspects of the educator’s golden triangle must be considered in creating a new course:

The school of medicine has created a handout to guide the creation of high-quality learning objectives which may be useful when creating a new course.

Additional questions to consider:
1. How will the course supplement the required courses in the SOM?
2. How is this course different than other electives in the SOM? Are there opportunities to work with other courses to provide a similar educational experience?
3. How will this course support the student’s career development?
FORMS NECESSARY TO CREATE A NEW ELECTIVE

There are two different forms that are required for all new courses: 1) Elective course inventory form for curriculum map (completed by the course director) 2) Anschutz Medical Center (AMC) Course Proposal Form (Completed by the Director of Electives).

Elective Course Inventory Form
- Designed to gather information needed for the SOM curriculum map.
- Includes all information necessary to complete the AMC course proposal form
- Must be submitted to the Director of Electives with copies of any relevant forms used in the electives (i.e. syllabus, list of required readings, example calendars, forms used for evaluation of the course, etc.)

Tip: Information for this form is most likely in other course documents, i.e., course syllabus. This information can be cut and pasted into this form.

AMC Course Proposal Form
- Completed by the Office of Undergraduate Medical Education and sent to the Office of the Registrar to create a new course, assign a course ID, and enter the new course in the Official CUSOM Course Book.

SUBMITTING THE FORMS

The Elective Course Inventory form as well as all supporting documents must be completed and submitted together in order to be processed.

Submit all forms to the Office of Undergraduate Medical Education
- Phase I and II: Due to Curriculum Reform, no new Phase I-II elective proposals are being accepted
- Phase IV: Jennifer Adams: Jennifer.Adams@dhha.org

What Happens Next
The Elective Course Inventory form will be reviewed, and additional information or clarification may be requested of the Course Director at this time. This is generally done by email request. Once the information is complete, the new course will be reviewed by the appropriate electives’ committee.

After approval by the electives committee the Office of Undergraduate Medical Education will present the new course for a vote at the appropriate curriculum committee (CBD for Phase IV electives). The Curriculum Steering Committee (CSC) will also be notified of any new electives. After
approval by the curriculum committee the Office of Undergraduate Medical Education will complete the AMC course proposal form and submit it to the Office of Student Life and the Registrar. Once approved by the registrar, an electronic copy of the signed documents will be emailed to the Course Director and Coordinator.

**DEADLINES FOR SUBMISSION**

To assure that we have accurate information about all potential courses and they can be appropriately reviewed, new course proposals will only be accepted at certain times of the year. Please review these deadlines carefully as they are at least 3 months prior to the start of the semester.

In order to be considered for creation, the completed Elective Course Inventory Form and all supporting documents must be submitted to the Office of Undergraduate Medical Education by the following deadlines:

- **Phase I and II electives**
  - Due to Curriculum Reform, no new Phase I-II elective proposals are being accepted
- **Phase IV electives**
  - **October 1** of the preceding year. This deadline is for courses offered in all semesters. *(The course-book is published and discussed with students before the start of their 4th year so new courses offered in the spring semester may need to be publicized to students individually and may have lower enrollment in the first year as students may not know about it or have planned for it.)*
PROCESS FOR CREATING NEW COURSES

Course Director and coordinator
- Elective Course Inventory Form
- Supporting documents

Office of Undergraduate Medical Education
- Final review
- Completes AMC course proposal form

Electives Committee
- Final approval

Appropriate Curriculum Committee (CBD for Phase IV)
- Brief Update on New Courses
- Vote

Registrar’s Office
- Input into CU-SIS
- Creation of Course ID

Office of Student Life
- Input into Office of Student Life Database

Key Deadlines:
- Phase IV – October 1
CHECKLIST FOR CREATING A NEW COURSE

☐ Complete the Elective Course Inventory Form
☐ Assure that appropriate Affiliation Agreements are in place for the elective if the course involves clinical work at a site outside of the University system
☐ Attach all other relevant forms used in the elective (i.e. syllabus, list of required readings, example calendars, forms used for evaluation of the course, etc.)
☐ Assure that all relevant deadlines have been met
☐ Submit forms to Office of Undergraduate Medical Education