Syllabus & Blackboard Initiative

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Office of Medical Education
PCS Meeting August 10, 2015
ELEMENT 8.3. CURRICULAR DESIGN, REVIEW, REVISION/CONTENT MONITORING

The faculty of a medical school are responsible for the detailed development, design, and implementation of all components of the medical education program, including:

- Medical education program objectives (BU CARES)
- Learning objectives for each required curricular segment (OCS Review)
- Instructional and assessment methods appropriate for the achievement of those objectives (Listed in Annual Survey for e*Value)
- Content and content sequencing (Syllabus & Blackboard Checklist)
- Ongoing review and updating of content (Course/Clerkship Director & Faculty)
- Evaluation of course, clerkship, and teacher quality (OME Student Evaluation Survey)

These medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the faculty to ensure that the curriculum functions effectively as a whole to achieve medical education program objectives. (Peer Review)
Course Syllabus & Blackboard Checklist

1. Title -- name of course/module, AY, director(s) & coordinator

2. Table of Contents/Sequence in Blackboard folders
   A. BU CARES and course learning objectives
   B. Course Description (learning materials, quizzes, & resources)
   C. Course Improvement and Feedback (SAC & OME student evaluation survey)
   D. Contacts
   E. Schedule
   F. Roles & Responsibilities (official policies)
   G. Learner evaluation, grading, & reporting
Best Practices: Keep the navigation menu simple, clear, direct, and consistent

- My Tasks, My Announcements
- Announcements
- Syllabus, Schedule
- Exercises, practice quizzes
- Optional Interactive Discussion
- Tools used in the Course
- Director(s), Coordinator, Faculty names, title, & email
- Lecture notes, learning materials, study guides
- Optional Online resources
- Optional Group Activities
- Student’s grades

These are required:
1. Instructors & Staff
2. Course Information
3. Course Documents
4. My Grades

Have <10 navigation items for easy student navigation.
<table>
<thead>
<tr>
<th>Time/Location</th>
<th>Session Topic</th>
<th>Faculty</th>
<th>Pre-Reading/Pre-session Assignment</th>
<th>Additional Session Materials</th>
<th>Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am - 8:30 am, Keefer</td>
<td>01 Introduction to Molecules to Cells</td>
<td>Lowe</td>
<td></td>
<td>Video, Audio, MTC practice questions, no answers.pdf, MTC practice questions with answers.pdf</td>
<td>Molecules in Medicine 2015.pdf</td>
</tr>
<tr>
<td>8:30 am - 9:30 am, Keefer</td>
<td>02 Protein Structure and Function</td>
<td>Symes</td>
<td>Protein Structure and Function</td>
<td>Video, Audio, MTCProteins2015noanswers.pdf, MTCProteins2015postlecture.pdf</td>
<td></td>
</tr>
<tr>
<td>9:30 am - 10:30 am, Keefer</td>
<td>03 Protein Folding</td>
<td>Harris</td>
<td>Protein Folding Softchalk exercise</td>
<td>Video, Audio, Protein Folding and Misfolding_2015_.pdf</td>
<td></td>
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<tr>
<td>10:30 am - 11:30 am, Keefer</td>
<td>04 Disorders Of Protein Folding, Prion And Alzheimer's Diseases</td>
<td>Harris</td>
<td></td>
<td>Video, Audio, Diseases of Protein Folding_2015_.pdf</td>
<td></td>
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BUSM Curriculum Quality Improvement Process

Development
- Annual Survey
- OCS Review of Learning Objectives
- MEC approval of LOs

Implementation
- Syllabus & Blackboard Initiative
- E*Value Curriculum Database

Evaluation
- SAC Group
- PCS Peer Review
- OME Student Evaluation Survey
- USMLE Step scores
- Graduate Questionnaire