



Boston University School of Medicine
Academic Affairs

Policy: Annual Update of Clinical and Non-Clinical Course Learning Objectives

1. **For new submissions:** Directors send the new learning objectives (LOs) matched to BUCARES and MedAps for the course and all orientation(s), sessions, and assessments using the OME Annual Course Survey template to the Objectives Curriculum Subcommittee (OCS) for review by designated academic calendar due dates. After the review of the LOs, the OCS will send suggested changes to the course director for review. The course director has the opportunity to review the suggestions and update their OME Annual Course Survey and return it to the OCS Chair by the due date in the correspondence with the suggestions. The OCS will verify that the learning objectives have been updated in the course syllabus.

If the suggested updates are not received the OCS will assume that they are not approved and they will not be reflected in the curriculum database.

2. The OCS will present the LOs to the Medical Education Committee (MEC) for approval
3. **For existing submissions with new changes:** Directors will review and update their learning objectives, BUCARES and the MedAps linking from the previous year and make changes/add new linking using the OME Course Survey. The updates will be submitted to the OCS for review by designated academic calendar due dates. After the review of the LOs, the OCS will send suggested changes to the course director for review. The course director has the opportunity to review the suggestions and update their OME Annual Course Survey and return it to the OCS Chair by the due date in the correspondence with the suggestions. The OCS will verify that the learning objectives have been updated in the course syllabus.

If the suggested updates are not received the OCS will assume that they are not approved and they will not be reflected in the curriculum database.

4. The OCS will present the LOs to the Medical Education Committee (MEC) for approval

Please Note: Failure to submit the changes before the due date will result in the changes not being made and the course will be reported to the MEC for non-compliance.

5. Once approved, the OCS will forward the learning objectives to the E-Value Manager to be updated in the curriculum database.
6. Once the database is updated, the data is transmitted from E-Value to the AAMC Curriculum Inventory and Reports.

Data is then available to populate our LCME Data.

Note: We do not want to discourage you from improving your course in real time, but it is not feasible to delete old objectives, add and link new objectives as these changes are made. Changes will only made annually via the OME Course Survey.