

Proposed pathway for electives approval

Approved, ESR Committee 11/17/2010

- 1) Elective idea is initiated and contact is made with the Chair of the Electives and Research Subcommittee and can be from the following sources:
 - a) BUSM Faculty self-initiated elective
 - b) BUSM student interested in creating an elective may be a part of elective development, but must first identify a BUSM Faculty member to be the Course Director and develop the curriculum; all communication with and responsibility for curriculum development and implementation will be borne by this Faculty for the elective.
- 2) Materials for creating an elective are sent to the Faculty
 - a) template
 - b) up-to-date version of the relevant Institutional Learning Objectives (ILO)
- 3) Faculty returns these materials to the Chair. Students are not allowed to author this document but may assist Faculty in development.
- 4) Materials reviewed by Gail March and Chair before dissemination to determine the following and returned to the faculty if they do not meet these basic findings:
 - a) Does the template appear complete on initial review
 - b) Are the objectives done correctly with action verbs and linked to ILO
- 5) Materials are forwarded to Committee members to review and develop comments for discussion as needed.
- 6) Proposed electives will be reviewed at the next meeting, given minimum of 3 weeks prior to the meeting for Committee members to review.
 - a) For proposals that require modifications, the recommendations to modify are summarized and sent to the Faculty with the instructions to make those changes.
 - b) For proposals that require no significant modifications, the Committee will vote whether or not to approve sending the elective to the Medical Education Committee for final approval
- 7) Once received, electives that required significant modifications will be routed through the process steps 5 and 6 above
- 8) Alternate pathway: for the rare instance that an elective needs rapid approval, this can be brought to the MEC with the approval of the Elective and Research Subcommittee Chair, but the Committee Members will be made aware of this and have the opportunity to examine the proposal.

