**Expectations for the review and reporting of curricular outcomes**

*Approved by:* Undergraduate Medical Education Curriculum Committee  
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The Undergraduate Medical Education curriculum represents a unified program of study, the components of which are expected to adhere to a rigorously high standard of quality and a philosophy of ongoing monitoring and improvement. Courses, themes, and other mandatory program components are the primary responsibility of their director or lead, but are the ultimate responsibility of the Vice-Dean UME and the UME Curriculum Committee (UMECC). Regular curricular review helps UME ensure an excellent student learning experience, fulfillment of the program’s goals and objectives, and compliance with accreditation standards.

All course directors and leaders of other mandatory program components are required to conduct a comprehensive review of the outcomes of their course on a yearly basis, and a report on this review is to be submitted to the Preclerkship/Clerkship Director within three months of the end of the course (or end of the academic year for full-year courses).

These annual reports to the Preclerkship/Clerkship Director must minimally comprise the following elements, in each case highlighting the changes since the previous year:

- A description of the course as a whole
- A summary of content changes
- A list of the teaching sites used in the course, with an explanation of any variance in the content or learning formats across the sites
- A description of the orientation, communication, and faculty development initiatives conducted for teachers in the course (faculty, residents, and others)
- A summary of student achievement
- A summary of feedback regarding teachers
- A summary of feedback regarding the course as a whole, emphasizing strengths and weaknesses
- A summary of other outcome measures, emphasizing strengths and weaknesses
- An analysis of evidence pertaining to new developments in the course
- Plans for the coming year with an outline as to how changes will be monitored and/or evaluated

The Preclerkship Director and Clerkship Director individually maintain an appropriate template for annual reports, but course directors are encouraged to provide additional content beyond the minimum requirements specified above.

A brief summary of each submitted annual report will be presented to UMECC by the Preclerkship and Clerkship Directors.

In addition to the annual reports to the Preclerkship/Clerkship Directors, course directors and other curricular leaders will from time to time be requested to provide reports to other bodies within UME, including, for example, the Undergraduate Medical Education Curriculum Evaluation Committee (UMECEC), the Evaluation of Student Assessment Committee (ESAC), and the Accreditation and Interim Review Office. Such requests must be made with ample lead time (at least one month), and in turn are expected to be completed promptly and conscientiously.