



Template for Curriculum Proposal

When submitting a proposal to the Curriculum Committee for a substantive change to the curriculum, please include the following information:

- **Overview/ Description of Intervention**
For new curriculum, please include learning objectives and assessment measures.
- **Needs statement**
Describe the current environment, existing issue, and how your proposal supports the mission and purpose of the SOM.
- **Evidence**
Provide data (literature, benchmarks, surveys, focus groups) that supports your proposal. Include whether or not there are existing opportunities to meet the above need.
- **Resources**
Describe the resources your proposal will require, including but not limited to: salaries, staff support, facilities, training (e.g. faculty development), marketing/outreach, technology, textbooks.
- **Evaluation**
For help with the evaluation section please reach out to the Education Quality Improvement office. At a minimum include outcomes with metrics to track for determining the success of the proposed change/if learning objectives are achieved.
- **Additional information**
Anything else you would like to include that supports your proposal.