



Sultan Qaboos University
College of Medicine and Health Sciences
Curriculum office



CURRICULUM COMMITTEE REMITS

VISION:

The Curriculum Committee strives to be the leader in preparation, delivery and continuous evaluation of medical curricula, to the highest standards and expectations that will address the needs, challenges and possibilities for medical graduates in Oman and the GCC countries.

MISSION:

To provide guidance, and supervision to ensure that the curriculum is academically sound, and meets the needs of the Omani community in general and educational needs of medical students in particular.

GUIDING PRINCIPLES:

- Emphasis on active rather than passive learning, through self-learning and team learning.
- Emphasis on concepts and principles rather than factual knowledge.
- Students exposure to clinical settings throughout the curriculum
- Integration within and between courses.
- Free time for students for study and preparation of course and rotation material. Relating learning to future practice.

ORGANIZATION:

- a. The Curriculum Committee is a subcommittee of College Board. The chairman, Deputy Chairman and the members of the committee are appointed by the Dean and ratified by College Board. The membership consists of:
 1. Phase coordinators (Phase I, II, III, intercalated phase)

2. Assistant Deans for Pre-clinical and Clinical programs
3. Head of the Medical Education Department
4. Chairperson, Examination Committee
5. Chairman, BMS program
6. Chairman, Student Project Sub-committee
7. Chairman of the Information Technology Committee
8. Ministry of Health Representative(s)
9. College Representative of University Curriculum and Academic Policy Committee
10. Nominees of the Dean
11. Two Student Representatives (non-voting)

Each elected member has a term of three years, which is renewable.

- b. In carrying out its duties, the committee shall form sub-committees: (management, evaluation, development, time-tabling, curricular objectives, audits etc) that will submit recommendations to the main committee.
- c. The committee may invite individuals involved in teaching and healthcare, or formulate working groups to help streamline various tasks.
- d. The committee should meet at least twice a semester and the decisions should be taken by voting.
- e. The committee has an advisory role, and the final decision would be with the Dean of the CoM&HS/College Board.

ACCOUNTABILITY:

The Curriculum Committee is accountable to the Dean of CoM&HS and College Board.

RESPONSIBILITIES:

The curriculum committee shall:

1. Maintain/uphold the curriculum objectives, and hence the graduate attributes, in line with the national and international requirement of accreditation.
2. Decide on all other matters related to implementation and management of the curriculum.
3. Continually appraise the content to ensure the curriculum is comprehensive.
4. Decide with the concerned parties on the content of each component of the curriculum and the time-allotment as well as time-tabling of each “part” thereof.

5. Review the learning objectives to ensure that these are specific, relevant for the level of student and there is vertical and horizontal integration.
6. Be responsible for regular systematic review of all modules, courses and clinical rotations and recommend changes, additions and deletions.
7. Concert with the College Examination Committee, the execution of the “Student Assessment Policy” and to ensure that it serves the objectives of the curriculum.
8. Review the progression criteria, as well as the actual progression of the students to see that the progression matches the stated criteria.
9. Formulate *ad hoc* or standing sub-committees/ working groups or invite experts if needed, and stipulate the most effective terms of reference for these working groups.
10. Nominate phase coordinators and describe their responsibilities.
11. Approve nominations of “component” coordinators and their job descriptions by phase coordinators.
12. In collaboration with the Medical Education Unit and tutors:
 - i. Decide on most appropriate “learning strategies” for delivering the “learning opportunities” of the educational program.
 - ii. Plan a “tutor development” program for training tutors to optimize the educational program delivery.
13. Prepare and execute Curriculum Evaluation Policy.
14. Ensure that all CC (and its subcommittees and working groups’) activities are performed in concert and in harmony to attain the stated objectives of the curriculum.
15. Oversee the development and delivery of the curriculum in electronic format.