

## New Elective Subcommittee Rubric Reference for New OEE Proposals

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Please submit comments **no later than two weeks from the day you received the OEE proposal**. Students will receive their proposals with comments/revisions and present to the New Elective subcommittee. Fall OEEs will present at the June meeting and spring OEEs will present at the October meeting. There will be time allocated for discussion before and after each OEE presentation.

New OEE Proposal Application Form	Rubric referral for New Elective subcommittee	
Date OEE Submitted:	Rubric features	Comments/Notes
Course Title		
Course Description	Does course description describe a time-bound educational experience that can be achieved in a single semester <i>(should not describe a longitudinal pathway)</i>	
	Is course description consistent with course name	
Faculty Sponsor(s) <i>Include faculty title, credentials, department and contact information</i>		
Has proposed OEE been reviewed and approved by the faculty sponsor(s)?		
Student Leader(s) <i>Include legal name, school affiliation, contact information</i> <i>If there are more than one student leaders, please designate main contact person</i>	Is there an appropriate number of leaders? <i>(Number of leaders appropriate for number of sessions)</i>	
	Is there a need for expertise/training for leaders	
Values Added <i>This should include a clear description identifying the gap in the formal curriculum this course is intended to address</i>	Does description clearly identify gap in formal curriculum this course is intended to address <i>(Is description of gap accurate, have there been recent revisions/planned revisions to formal curriculum that contradicts description)</i>	
	<i>Does description clearly describe the added value provided by this course (Does the added value align with UMMS core competencies for medical education OR other competencies by accreditation agencies or standard bodies (i.e. LCME, ACGME, AAMC)</i>	
Learning Objectives <i>List 3-5 learning objectives. Learning objectives should include enough details on how this course will augment knowledge/skills provided by the formal curriculum.</i>	Are the learning objectives sufficiently detailed? <i>(Are objectives built on existing learning objectives. How will course augment knowledge/skills provided by the formal curriculum)</i>	

	Are learning objectives consistent with the stated added value provided by the course <i>(There should be no excessive duplication of learning objectives)</i>	
	Are listed objectives feasible to accomplish in proposed timeframe	
	Do proposed objectives align with UMMS core competencies for medical education OR other competencies by accreditation agencies or standard bodies (i.e. LCME, ACGME, AAMC)	
Syllabus <i>Include specific dates and times, faculty, presenters, and learning methodologies.</i> <b>(Note: No items should be listed as TBD)</b>	Is there enough detail outlining each session regarding topics covered, teaching methods, etc.	
	Is syllabus consistent with course name and description	
	Does syllabus align with stated learning objectives <i>(Is number of sessions appropriate for stated learning objectives)</i> <i>Are proposed learning methodologies appropriate for stated learning objectives and course content)</i>	
	Have proposed instructors/speakers confirmed availability for scheduled sessions.	
	Is proposed course content consistent with the specified added value	
	Does proposal adhere to no excessive duplication of content already in formal curriculum	
Class size Only maximum number is required	Is class size appropriate for learning objectives and activities proposed <i>(Have limits on resources i.e. slots for shadowing experiences, been considered)</i>	
How many semesters will OEE run? (If running two semesters, will sessions have same content)	If offered for both semesters, does proposal indicate whether the sessions will be the same	
Does Elective must fit within a single semester. <ul style="list-style-type: none"> <li>• Fall electives run between September and December</li> <li>• Spring electives run between January and May</li> </ul>	Is elective start date within one week of the OEE session start date for the semester	
Evaluation <i>What is the method of evaluation</i>	Is the proposed method of evaluation appropriate for the stated learning objectives	

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