THE UNIVERSITY OF ARIZONA
College of Medicine
Tucson

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COYOTE Form Review Policy

Category:	3-Assessment and Evaluation
Curriculum Phase:	All Phases
Author/Authoring Body:	Curricular Affairs
Responsible Unit:	Curricular Affairs
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Next Review Year:	2028

Summary

This policy outlines the requirement for compliance monitoring and obtaining approval from the Tucson Educational Policy Committee (TEPC) regarding curriculum changes within the undergraduate medical education program. This approval process ensures that proposed curriculum modifications—documented in a Course Oversight & Yearly Operational Tracking Evaluation (COYOTE) Form—align with education goals and facilitates monitoring compliance with accreditation standards and medical education program policy and guidelines.

Related LCME Standard: 8.1 Curricular Managements

A medical school has in place a faculty committee that has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

Related LCME Standard: 8.3 Curricular Design, Review, Revision/Content Monitoring

The faculty of a medical school, through the faculty committee responsible for the medical curriculum, are responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required curricular segment, instructional and assessment methods appropriate for the achievement of those objectives, content and content sequencing, ongoing review and updating of content, and evaluation of course, clerkship, and teacher quality. These medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the responsible committee.

Applicability & Scope

This policy applies to the Tucson Educational Policy Committee and directors of required blocks, courses, and clerkships within the MD program.

Definitions

None

Policy Statement

I. Annual COYOTE Form Requirement

A. Directors of required blocks, courses, and clerkships must annually complete a Course Oversight & Yearly Operational Tracking Evaluation (COYOTE) Form.
    1) Directors must use the COYOTE Form applicable to their respective phase of the curriculum.
    2) The form must correspond to the upcoming academic year in which the proposed changes will take effect.

B. The Tucson Educational Policy Committee (TEPC) will annually review COYOTE Forms for each required block, course, and clerkship to:
    1) assess the potential impact of any changes on the curriculum and their alignment with education objectives, and
    2) monitor compliance with accreditation standards and medical education program policy and guidelines.

C. The TEPC must approve the changes detailed in the COYOTE Form before their implementation.

II. Changes that Do Not Require Approval

A. Minor adjustments to the content of an individual block session, clerkship, or course that do not change learning objectives (e.g., resequencing of session topics) do not require formal approval from the TEPC and do not need to be detailed in the COYOTE Form.

III. Due Dates

A. Preclerkship Phase
    1) For blocks, COYOTE Forms are due 2 months before the start of the respective block each academic year.
    2) For longitudinal courses, COYOTE Forms are due 2 months before the start of each semester.

B. Clerkship Phase
    1) For clerkships, COYOTE Forms are due 2 months before the start of the Clerkship Phase each academic year.

C. Transition to Residency Phase
    1) For required courses in this phase, COYOTE Forms are due 2 months prior to the start of the course.
    2) For the Emergency Medicine/Critical Care Clerkship, the COYOTE Form is due 2 months prior to the first block in which the rising class is enrolled.

Procedures

I. Preclerkship Blocks/Courses

A. The block/course director completes the COYOTE Form and submits it to the Office of Curricular Affairs for preliminary review.
B. The Associate Dean, Curricular Affairs will either forward the COYOTE Form to the Tucson Curriculum Management Subcommittee (TCMS) for review or request that the block/course director revise and resubmit their COYOTE Form.
C. The block/course director then presents their completed COYOTE Form to the TCMS, which will review and vote whether to approve the COYOTE Form and forward it to the Tucson Educational Policy Committee (TEPC).
D. The block/course director then presents their completed COYOTE Form to the TEPC, which will vote whether to approve the COYOTE Form and its contents for implementation.

II. Clerkships

A. The clerkship director completes the COYOTE Form and submits it to the Office of Curricular Affairs for preliminary review.
B. The Associate Dean, Curricular Affairs will either forward the COYOTE Form to the Tucson Clinical Curriculum Subcommittee (TCCS) for review or request that the clerkship director revise and resubmit their COYOTE Form.
C. The clerkship director then presents their completed COYOTE Form to the TCCS, which will review and vote whether to approve the COYOTE Form and forward it to the TEPC.
D. The clerkship director then presents their completed COYOTE Form to the TEPC, which will vote whether to approve the COYOTE Form and its contents for implementation.

III. Required Courses in the Transition to Residency Phase

A. The course director completes the COYOTE Form and submits it to the Office of Curricular Affairs for preliminary review.
B. The Associate Dean, Curricular Affairs will either forward the COYOTE Form to the Tucson Electives Subcommittee (TES) for review or request that the course director revise and resubmit their COYOTE Form.
C. The course director then presents their completed COYOTE Form to the TES, which will review and vote whether to approve the COYOTE Form and forward it to the TEPC.
D. The course director then presents their completed COYOTE Form to the TEPC, which will vote whether to approve the COYOTE Form and its contents for implementation.

Related Information

Policies

COM-T Policy 9-102: Guiding Principles for the Preclerkship Curriculum

COM-T Policy 9-103: Preclerkship Student Workload Policy

Resources

COYOTE Form Due Dates (in Academic Calendar Table Views)

Revision History

2024/05/08: The Tucson Educational Policy Committee approved the policy, which supersedes the Block/Course Change Policy for the Preclerkship Phase and the Clerkship/Course Change Policy for the Clerkship Phase.