





## MASENO UNIVERSITY

<b>DOCUMENT TITLE:</b>	PROCEDURE FOR CURRICULUM DEVELOPMENT AND REVIEW		
<b>DOC. NO:</b>	MSU/ASA/ACA/OP/01	<b>ISSUE NO:</b>	2
<b>DATE OF ISSUE:</b>	10 <sup>TH</sup> MARCH, 2023	<b>REV. NO:</b>	0
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## 0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	06/03/2023	1	Change of signature on Title page due to new office bearers.	DVC ASA
2.	06/03/2023	3	3.8. Addition of "Procedure for Control of Documented Information after the document number.	DVC ASA
3.				
4.				
5.				

## 0.2 DOCUMENT DISTRIBUTION

Documents shall be available on the Maseno University website for authorized users

### 1.0 PURPOSE:

To ensure that there is an efficient, effectiveness and timelines in the development and review of academic programmes within Maseno University.

### 2.0 SCOPE:

This procedure covers effective curriculum Development and review of all academic programmes.

### 3.0 REFERENCES

- 3.1 ISO 9001: 2015 Quality Management System Requirements
- 3.2 Maseno University Quality Manual
- 3.3 Commission for University Education Standards and Guidelines

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- 3.4 University Strategic Plan
- 3.5 University Calendar
- 3.6 Maseno University Statutes 2013 (Revised 2018)
- 3.7 Professional Bodies Guidelines
- 3.8 MSU/VC/MR/OP/01

#### **4.0 TERMS AND DEFINITIONS / ABBREVIATIONS**

- 4.1 **Curriculum:** - The academic content of a given course or programme
- 4.2 **Deans Committee:** - Academic Committee of Senate.
- 4.3 **School Board:** - Academic committee of all faculty members.
- 4.4 **Course** – Series of Lectures in pursuit of units of particular programmes
- 4.5 **CUE-** Commission for University Education
- 4.6 **DCB-** Departmental Curriculum Board
- 4.7 **HODs** - Heads /Chairpersons of Academic Departments

#### **5.0 PRINCIPAL RESPONSIBILITY**

Deans of Schools and Registrar, ASA shall be responsible for the effective implementation of this procedure.

#### **6.0 METHOD**

##### **6.1 Development of Curriculum**

- 6.1.1 HODs shall initiate Needs assessment to determine necessity for introduction of new programmes.
- 6.1.2 Upon identification of the need to develop curriculum, the HODs in consultation with the respective Deans shall form a Departmental Curriculum Board (DCB)
- 6.1.3 The DCB shall prepare a Needs Assessment Report and Present to the School board.
- 6.1.4 The DCB shall develop prototype curriculum from the Needs Assessment Report in line with CUE guidelines.
- 6.1.5 The DCB shall hold discussions with a panel of experts and other relevant stakeholders.
- 6.1.6 The DCB shall present the prototype curriculum to School Board for discussion and

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recommendation to Deans Committee for approval.

- 6.1.7 Upon recommendations by School board the Dean shall table the prototype curriculum in Deans Committee.
- 6.1.8 Upon approval by Senate the DVC ASA shall ensure the approved curriculum is forwarded to CUE in line with their guidelines for curriculum development.
- 6.1.9 In the event of disapproval, the curriculum shall be referred back with recommendations for consideration before resubmission.

## **6.2 Review of Curriculum**

- 6.2.1 HODs shall initiate Needs assessment to determine necessity for review of existing curriculum every four years or as need be.
- 6.2.2 Upon identification of the need to review, the HODs in consultation with the respective Deans shall form a Departmental Curriculum Board (DCB)
- 6.2.3 The DCB shall prepare a Needs Assessment Report and Present to the School board.
- 6.2.4 The DCB shall review curriculum from the Needs Assessment Report in line with CUE guidelines.
- 6.2.5 The DCB shall hold discussions with a panel of experts and other relevant stakeholders.
- 6.2.6 The DCB shall present the reviewed curriculum to School Board for discussion and recommendation.
- 6.2.7 Upon recommendations by School board the Dean shall table the reviewed curriculum in Deans Committee for discussion and recommendation to Senate for approval.
- 6.2.8 Upon approval by Senate the DVC ASA shall ensure the approved curriculum is forwarded to CUE in line with their guidelines for curriculum review.
- 6.2.9 In the event of disapproval, the curriculum shall be referred back with recommendations for consideration before resubmission.