

# Curriculum Development Policy

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# CURRICULUM DEVELOPMENT POLICY

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## 1. Introduction

The philosophy of Riara University entails the search for quality scholarship, nurturing of graduates who have an inquisitive mind, who are broadminded and independent thinkers. The above are guided by strong moral values in their dealing with society. The University plans to build a culture of creativity, critical thinking, research, innovation, adoption and utilization of knowledge for human welfare and advancement.

## 2. Rationale

Curricula are the key drivers of academic work in a University. Among a host of other things a curriculum determines teaching staff, library resources and support facilities. Further, curriculum formulation and delivery are critical factors to quality assurance, which should be a paramount consideration in good universities. The Riara University Council recognizes its responsibility for the development, assessment and improvement of the educational program of the university. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement and taking cognizance of the University's philosophy of nurturing innovators.

## 3. Objectives

A curriculum is the Blueprint to realize the objectives of the University. Therefore development of new curricula or programmes is a necessary area of university growth and development. Curricula are developed or reviewed to keep pace with technological and other changes and needs of society and stakeholders. The University is on the forefront of new ideas and will be proactive in development of academic and training programmes. As curricula are developed or reviewed, they dictate:

- Staff recruitment and deployment.
- Deployment and utilization of resources, such as library resources and support facilities.
- Monitoring of quality assurance in the university.
- Benchmarking for Good Practice in university education.

## 4. Purpose of Policy

The purpose of **Curriculum Development and Change Policy** is to provide information and guidance on matters related to the development, revision, and discontinuation of curriculum. It is intended for use by Riara University faculty, department/school chairs, deans, and other Riara University academic administrators who are involved in the development and approval of new and revised curriculum.

## 5. Definition

For purposes of this policy,

- 5.1 **Riara University Curriculum;** shall be defined as a series of planned instruction that is coordinated, articulated and implemented to result

in achievement of specific knowledge and skills, and application of such knowledge, by all students.

5.2 **New programmes;** A new program is one that includes curriculum currently not offered by the institution.

5.3 **Spin-off program;** A spin-off program expands curriculum offered as part of an existing program or a minor into a stand-alone program.

## 6. Authority

The Riara University Council is responsible for the curriculum of the university. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the senate. In order to provide a quality educational program for students, the University Council shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught; courses adapted to the development and needs of students; and a remediation plan for students not achieving proficiency.

## 7. Guidelines

The Riara University curriculum shall provide the following;

- Continuous learning through effective articulation among the courses of The Riara University.
- Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program.
- Guidance and counseling services for all students to assist in career and academic planning.
- A continuum of educational programs and services for all students with disabilities, pursuant to Kenyan law and regulations.
- Limited English proficiency programs for students whose dominant language is not English, pursuant to Riara University's policy.
- Equal educational opportunity for all students, pursuant to Kenyan law and regulations.
- Career awareness and vocational education, pursuant to Kenyan law and regulations.
- Regular and continuous instruction in required safety procedures.
- As the educational leader of the university, the University Council shall be responsible to the Board of Trustees for the development of curriculum.
- The University Council shall establish procedures for curriculum development, which ensure the utilization of available resources, and effective participation of administrators, teaching staff members and students,
- A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and board members.
- With prior University Council approval, the University Senate may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program.
- The University senate shall report periodically to the Council on the status of each pilot program, along with its objectives, evaluative criteria, and costs.
- The University Council encourages, where it is feasible and in the best interest of all students, participation in State and non State-initiated pilot programs

of educational research. The Council directs the University Senate to pursue actively monetary and non monetary aid in support of research activities.

## **8. Role of Department/School**

Even as a curriculum (or programme) has university wide ownership, the principal owner of a curriculum is the teaching department. Thus, the first step in curriculum formulation at Riara University is to establish a Curriculum Committee in a department. This committee will have the role of listening to multiple stakeholders, teaching faculty and students so as to gather feedback and insights in relation to proposed programme.

### **PROCESS:**

- a) The teaching department, as the principal owner of a curriculum, will initiate curriculum development. To coordinate this, there will be a departmental Curriculum Committee.
- b) This committee will have the role of listening to multiple stakeholders, including teaching faculty and students. It will take note of any issues that are being raised.
- c) The Committee will then carry out a Needs Assessment for the envisaged programme. The needs assessment will be done using credible instruments, and will indicate viable societal/professional areas that a new programme could address.
- d) The Committee will put in place mechanisms of involving internal (students, staff) and external stakeholders (Sponsors, parents, professional associations, Statutory Boards where applicable).
- e) The deliberations, proceedings and recommendations of the stakeholders will be documented and incorporated as appropriate
- f) The Committee, which may include external experts will produce a Draft curriculum. The Draft curriculum will take into account:
  - i. Alignment with mission, vision, philosophy and values of the university;
  - ii. Stakeholder needs (market/industry demands);
  - iii. Description of intended learning outcomes;
  - iv. Content;
  - v. Programme organization and structure;
  - vi. Assessment criteria and methods;
  - vii. Staffing issues;
  - viii. Facilities;
  - ix. Benchmarking.

## **9. External/statutory input.**

The recommendations of organized relevant stakeholders, including, statutory bodies, will be documented and incorporated. The curriculum will be validated by statutory bodies, if applicable.

## **10. Approvals**

The Draft curriculum will be tabled, discussed and approved by the School Board.

The Draft curriculum is reviewed by the University Curriculum Review Committee.

After revisions the Draft curriculum is then tabled, discussed and approved by the University Senate.

## **11. Review**

As quality assurance is a continuous process so is curriculum review. External assessment by independent experts will be a policy of the University.

In case of an existing (operational) programme there will be periodic and continuous reviews by the departmental curriculum committee for "minor" adjustments.

However, every fifth year a major review will be conducted to revise or overhaul the curriculum if necessary. Benchmarking of the curriculum against leading institutions is expected at this stage.

## **12. Authority**

The University Senate retains the overall authority over curriculum development and review.