





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR CURRICULUM DEVELOPMENT AND REVIEW		
DOC. NO:	MSU/ASA/ACA/OP/01	ISSUE NO:	1
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	0
AUTHOR:	REGISTRAR, ASA		
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SIGNATURE		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC ASA
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC ASA
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC ASA
4.	08/06/2018	2-5	Rearrangement of clauses as a result of omission of title that was previously clause 1	DVC ASA
5.	08/06/2018	2	1.0 omission of title.	DVC ASA
6.	08/06/2018	3	3.1 and 3.8 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01	DVC ASA
7.	08/06/2018	2	Omission of title hence purpose becomes clause 1.0	DVC ASA
8.	08/06/2018	All	Change of font type and size	DVC ASA

0.2 DOCUMENT DISTRIBUTION

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

1.0 PURPOSE:

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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
- 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.

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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 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

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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.