



# **ST. PAUL'S UNIVERSITY**

## **POLICY ON CURRICULUM DEVELOPMENT**

**ACADEMIC POLICY No. 005 OF 2011  
(Amended 2016)**

**2011**

**1. Preamble**

St. Paul's University, in pursuance of its strategic objectives shall continue to develop new Academic programmes. The following policy shall govern Curriculum Development at St. Paul's University.

**2. Name**

The name of the policy shall be "The Policy on Curriculum Development of St. Paul's University" (hereinafter "the Policy")

**3. Functions of the Policy**

The policy for curriculum development and review is designed to:

- i. Facilitate the design and development of high quality curricula that meets recognized academic standards as measured by strategic course performance data;
- ii. Allow the University to pursue its strategic plan in generating and disseminating knowledge;
- iii. Allow the University to be responsive to market opportunities as measured by the ability to secure strategic outcomes;
- iv. Facilitate strong links to the University's strategic planning and review systems and its curriculum development processes.
- v. Support the University's strategic objectives; support the design, development, implementation and review of courses through efficient and effective consultation with relevant internal and external stakeholders.

**4. The Role of Departments**

Under the leadership of the Head of Department, the departments shall be responsible for the following:

- a) Assess the need for launching new courses
- b) Provide appropriate support and advice to faculty during curriculum design and development;
- c) Present to the relevant Faculty for review within set timelines;
- d) Contextualization of an existing approved course
- e) Make changes to an existing course;
- f) Make changes to an existing curriculum under mandate from the Senate;
- g) Recommend a new or revised course(s) within an existing programme;
- h) Recommend discontinuance of courses;
- i) Recommend changes to approved delivery options including delivery mode and location;
- j) Ensure that the Library has put in place all the required texts for the Curriculum that is being developed;
- k) Consult with the Quality Assurance Coordinator to finalize the approval pathway, required documentation, and extent and form of consultation.

**5. The Role of Faculties**

Under the leadership of the Faculty Deans, the Faculties will be responsible for the following:

- a) Notify relevant stakeholders of proposed curriculum developments in a timely manner, preferably during the annual planning process;
- b) Ensuring appropriate consultation with stakeholders;
- c) Provide assurance to Faculty Academic Boards and University Senate that the proposed curriculum development is aligned to University Strategic Plan and complies with relevant University policies.

## 6. Role of DVC AA Office

Under the leadership of the DVC AA, the office will be responsible for the following:

- a) To provide contracts to those responsible for writing the curriculum;
- b) To ensure that the specific requirements as set forth by the Commission of University Education (CUE) and the University for writing the curriculum have been met;
- c) To provide all background information needed by CUE;
- d) To ensure that the new curriculum is in harmony with other curricula of the university;
- e) To present the curriculum to CUE for Review.
- f) To co-ordinate for the visits and inspections of CUE.

## 7. Guidelines for Curriculum Development

The following guidelines shall apply:

- a) As far as possible all courses in all programmes shall be market-driven, contextually relevant, and value based;
- b) As far as possible, all courses shall strive to encourage students to test theories on ground and learn empirically testable ways to modify and improve theories;
- c) As far as possible, all courses shall help students to identify key-learnings and to apply the same to their respective professional contexts;
- d) As far as possible, all courses shall encourage students to chart clear action plans for better practice applying key-learnings from respective courses;
- e) As far as possible, all courses shall employ the pedagogical methodology of service-learning, contextual learning and transformative education;
- f) The Curricula that need CUE's approval shall be written in strict compliance with the guidelines developed by the Commission for University Education (CUE), Republic of Kenya.

## 8. The Curriculum Development Process

- a) The department will identify the need of the program and inform the Faculty.
- b) The department, with Faculty facilitation, will provide the rationale of the programme that shall be informed by a needs analysis/market survey/situation analysis, stakeholder's requirements and justification of the need for the program. It will also identify the academic staff for the Programme.
- c) The Faculty will identify the curriculum writer who will be contracted by the office of the DVC-AA.
- d) The writer together with the Department will design the curriculum and submit it to the office of Quality Assurance (QA) to ensure adherence to CUE Guidelines then submit it to the Faculty for approval
- e) The Faculty, following approval, will submit the curriculum to the office of the DVC-AA for Senate's ratification
- f) After the Senate's ratification, the curriculum will be submitted to the Commission for University Education (CUE) with all the supporting materials
- g) The programme may then be mounted after submission the CUE.

## 9. Management of the Policy

The Policy shall be implemented by the Senate of St. Paul's University, which alone shall have the power to interpret and amend the Policy or replace the same with another policy.

**REVIEW OF THE POLICY**

This policy shall be reviewed as need arises.

**REFERENCE OF THE MINUTES**

The policy was adopted by the senate on 5<sup>th</sup> May 2011, the 29<sup>th</sup> University Senate Meeting.

**AUTHORIZATION**

Council Chairman:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp