

	Bayan College		
	<b>Curriculum development Policy</b>		
Doc No: PP/Gov	Version: 1.0	Effective Date: 01.10.10	Page No: 1

**1. Preamble:**

It's believed that the curriculum is the heart of any educational system, and that the establishment and delivery of effective curricula will contribute significantly to our ability to achieve our own goals. For the sake of this policy, curriculum may be defined as all learning which takes place in college, or in related out-of-college activities and the systems required to assist and assess that learning. This means curriculum encompass written curriculum (curriculum guides ), taught curriculum ( as implemented by teachers ) , learned curriculum ( shown by assessments of student performance ) , staff development ( to ensure consistent implementation, monitoring, and supervision ) , and monitoring of curriculum implementation by teachers .

**2.Purpose:**

The aim of this Policy is to provide a foundation on which all future developments of the content of the college curriculum and enhancement of related delivery and assessment systems will be planned.

**3.The Curriculum offered will**

- 3.1 Meet the students' development needs as stated in our strategic plan.
- 3.2 Address local and national targets for education and training.
- 3.3 Provide students with a full range of programs.
- 3.4 Provide a variety of delivery modes to meet the needs of all students, the local community and employers
- 3.5 Meet new developments, locally and globally by regular review and updating
- 3.6 Receive full support within staff development planning to ensure that curriculum development, learning and teaching are constantly reviewed and improved

**4.FUNCTIONS**

- A. To review curriculum proposals received from the academic departments and (or) faculty
- B. To recommend action to the college council on curricular matters
- C. To initiate curriculum proposals
- D. To investigate, study, and review curriculum issues

	Bayan College		
	<b>Curriculum development Policy</b>		
Doc No: PP/Gov	Version: 1.0	Effective Date: 01.10.10	Page No: 2

## 5. Curriculum Proposals and Revisions

Three types of curriculum changes exist: minor course curriculum changes, major course curriculum changes, and program changes.

5.1. Minor Course Curriculum Changes : Changes in this category include:

- Changes in prerequisite or corequisite;
- Cross listing of two or more existing courses;
- Creation of non-credit labs, drills, etc...for an existing course;
- Changes in time or frequency of course offering;
- Minor stylistic or editorial changes to the title or course description of a course;
- Changes in minimum/maximum variable credit hours.

## 6. Procedures for Review

6.1. The Committee will consider curriculum proposals at announced Committee meetings.

6.2. Faculty may be asked by the Committee to attend the meeting to support specific proposal(s).

6.3. Curriculum proposals with accompanying documentation should be distributed to the entire Committee at the time of the first reading.

6.4. The Committee may request additional information from the originator(s) or return to the originator(s) for revisions/reconsideration of aspects of the proposal(s).

6.5. Proposals typically require two readings prior to approval by the Committee. After the first reading, department representatives are responsible for sharing the information with faculty

for input and (or) suggestions that will be discussed at the second reading.

6.6. Each proposal from the Committee will be forwarded to the college council for either an approve or non-approve recommendation. A majority vote of the Committee members present will determine this recommendation.