

## **Terms of Reference**

### **Curriculum Development, Revision and Monitoring Committee (CDRMC)**

#### **Faculty of Arts**

#### **University of Jaffna**

(Revised in February, 2021)

#### **Preamble**

The Curriculum Development, Revision and Monitoring Committee (hereafter CDRMC) of the Faculty of Arts ensures that curricula empower the students to learn the requisite knowledge, skills, attitudes and behaviours for career development and social well-being. The CDRMC functions in accordance with the SLQF and has responsibility for the overall design, management, integration, evaluation and enhancement of a coherent and coordinated curriculum.

#### **Mandate**

This committee receives its mandate from the Faculty Board of the Faculty of Arts in consultation with the Dean of the Faculty. It has an executive function, making and enacting policies relevant to the design and delivery of the B.A. (Hons), B.A. (General), L.L.B and B.F.A study programmes. It ensures that the programme is aligned with the Faculty's vision-mission statement and that it complies with relevant accreditation standards. It is responsible for the design, management, integration, evaluation and continual improvement of the curricula of Humanities, Social Sciences, Law and Fine Arts study discipline. The CDRMC reports on a regular basis regarding its decisions and recommendations to the Faculty Board. It provides a written annual report to the Faculty Board, with a copy to IQAC.

#### **Key Tasks and Responsibilities**

The committee is responsible for,

- Make recommendations to the Faculty Board on new / revised curricula
- Evaluate the need for the revision of existing curricula of study programmes under the purview of the Faculty of Arts and the course requirements of each study discipline periodically

- Study and make recommendations to the Faculty Board with regard to the curricula of any proposed new study programmes
- Ensure all curricula where applicable are in line with SLQF requirements, Subject Benchmark Statements (SBS) and other accreditation systems
- Monitor overall ILOs, TLAs and assessment blueprints of course units align with expected standards spelt out
- Recommend additions, deletions, and/or changes in course outlines for new and established courses. This includes ensuring appropriate course numbering, format, units, credit values, mode of assignments, course content and course objectives and intended learning outcomes
- Determine whether a course is deliverable and how a course needs to be classified as foundational, core, elective, auxiliary or enhancement and to whom could it be, whether to General or Special students
- Review and recommend long-term initiatives, policies and procedures related to curriculum planning, development and revision
- Identify the areas of duplication within the Arts programme and foresee the opportunities for curriculum development particularly involving interdisciplinary collaboration
- Implement periodic reviews, evaluate existing courses and programmes and give recommendations or improvements
- Provide consultation and support to study disciplines impacted by any changes of their undergraduate curriculum
- Study and update the trends in curriculum development and related policies
- Consider and advise the Dean on measures of the quality of teaching and learning in the Faculty and on student progression
- Consider the ways to enhance and improve the learning experiences of Arts students
- Promote exchanges within the Faculty on design, management, integration, evaluation, and continual improvement of the curricula
- Enhance academic staff skills development, particularly with regard to teaching, learning and assessment methods
- Coordinate academic counseling

## **Composition**

- Dean
- Co-Chair (Appointed by the Faculty Board)
- Deputy Register / Faculty of Arts
- Academic Counselors of the Discipline
- One Professor from each discipline
- The Chairperson may also invite suitably qualified Faculty Board or external university members to attend a specific meeting or to serve on a particular working group

## **Relevant Policy Documents**

- SLQF
- Policy on programme or curricular designing
- Policy on Examination
- SBS
- Any relevant circulars of the UGC

## **Term of Office**

The term of office is for three years and the membership could be renewed once. The membership lapses if any member does not attend three meetings consecutively without any notification. In case of a vacancy due to loosing of the membership, resignation, termination and breach of confidentiality, the Dean of the Faculty of Arts shall nominate a replacement on the recommendation of the Faculty Board.

## **Requirements Expected from the Members**

- Be knowledgeable and competent on current curriculum policies and procedures
- Be able to provide information and assistance on behalf of the study division he/she represents
- Possess a broader educational perspective to view the curriculum as an integral corpus
- Attend and actively participate in all committee meetings

- Maintain the confidentiality

### **Procedures**

The Committee will meet as determined by the Chair or Co-chair when there are matters for discussion. Deputy Registrar of the Faculty of Arts shall convene all meetings of the committee and shall keep records of the proceedings of the meetings and the minutes shall be circulated to all the members of the Committee ideally at least five days prior to each meeting together with the agenda. Decisions and recommendations of the CDRMC shall be placed at the Faculty Board for approval.

### **Quorum**

A quorum of two / third (2/3) of the committee membership is required to arrive at a decision.

### **Curriculum Development and Revision Process**

- The need for the development or revision of the curriculum shall be first discussed at the study programme level/ Department level
- If a study programme involves more than one department, all departments should have individual and collective meetings to develop or revise the curriculum
- The minutes of such meetings should be maintained and annexed along with the curriculum for any approval process
- The need analysis/feedback should be based on the views of all stakeholders
- The developed curriculum should be submitted along with need analysis and curriculum mapping to the office of the Dean
- The curriculum shall then be submitted to the CDRMC of the FoA through the Dean for the review process
- The review of the CDRMC of the FoA shall be finished within one month from the date of the receipt of the curriculum
- The review report shall be then submitted by the CDRMC of the F0A to the respective applicants through the Dean
- The curriculum should be modified according to the CDRMC of the FoA review report and subject expert report

- The modified curriculum then shall be submitted to the Faculty Board of Arts for approval
- The approved curriculum shall be sent to the Curriculum Evaluation Committee (CEC) of the University of Jaffna
- The CEC-approved curriculum shall then be placed in the Senate of the UoJ
- Any changes suggested by any of the above bodies shall be addressed appropriately by the respective study programme/ discipline

Annexure I: Format for the course Unit

Annexure II: Flow chart of the curriculum design process

Annexure III: Sample form for the expert review