PL-ACADEMIC-011: Curriculum Enhancement Policy

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	Effective Date:
	Reviewed by EMC on:
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Policy Description

The purpose of the curriculum enhancement policy is to establish standards and procedures for proposing and approving changes in the curriculum of an academic program.

Policy Purpose

The main purpose of the curriculum enhancement policy is to ensure and facilitate the continuous improvement of academic programs, to maintain and enhance the quality of the program curriculum, and to effect the results and findings of the Learning Outcomes Assessment Process in the continuous improvement of the programs.

Who Should Know This Policy

☒ President

☒ Vice President

☒ Legal Advisor

☒ Dean

☒ Director / Departmental Head

☒ Faculty

☐ Accounting/ Finance Personnel

☐ Student

☐ All Employees

Curriculum Enhancement

The basic guiding principle of the curriculum enhancement policy at Qatar University is that faculty should have the primary responsibility for the content, quality, and effectiveness of the curriculum and thus, faculty shall play a key role in all stages of the process. In addition, the process shall consider learning outcome assessment results, changes in the market needs, accreditation or international standards in the field, and national priorities.

Curriculum changes typically originate with the program faculty and/or the committee responsible for overseeing the assessment of learning outcomes. VP for Student Affairs shall be consulted to help in identifying students impacted by the change and in evaluating the impact of the proposed change on identified students.

Curriculum changes should be classified into different categories depending on the nature and scope of the proposed change.

Policy Statements

1   All changes in the curriculum of an academic program shall follow the procedures and guidelines as defined in this curriculum enhancement policy and procedures.

2   Faculty and the department level learning outcomes assessment committees are responsible for periodically assessing the quality and effectiveness of the curriculum and for proposing curriculum changes as appropriate.

3   The department curriculum committee shall consult with the office of appropriate associate vice president (AVP) when reviewing curriculum enhancement proposals.

4   Curriculum enhancement proposals should identify and evaluate the impact of the proposed change on students currently enrolled in the program. The curriculum enhancement proposal should provide details of necessary measures to address identified issues.

5   Curriculum enhancement proposals that have an impact on other programs require prior consultation and agreement with other programs before their approval by the department.

6   All curriculum enhancement proposals must be routed through the appropriate AVP and only that office shall be authorized to communicate approved requests to the Registrar Office and other administrative units within the university.

7   Approved curriculum enhancement requests should be documented and a record including the date of approval and the effective date of the change should be maintained by the Registrar's office.

8   Courses not offered for five consecutive academic years shall be deactivated by the Admission and Registration Office and notification shall be sent to the Department offering the course, the College Dean, and the Office of the VPAA and the relevant department. To reactive the course, department must follow new course development process. Registrar office will prepare and submit an annual report to the office of VPAA showing all courses not offered during the last three academic years.

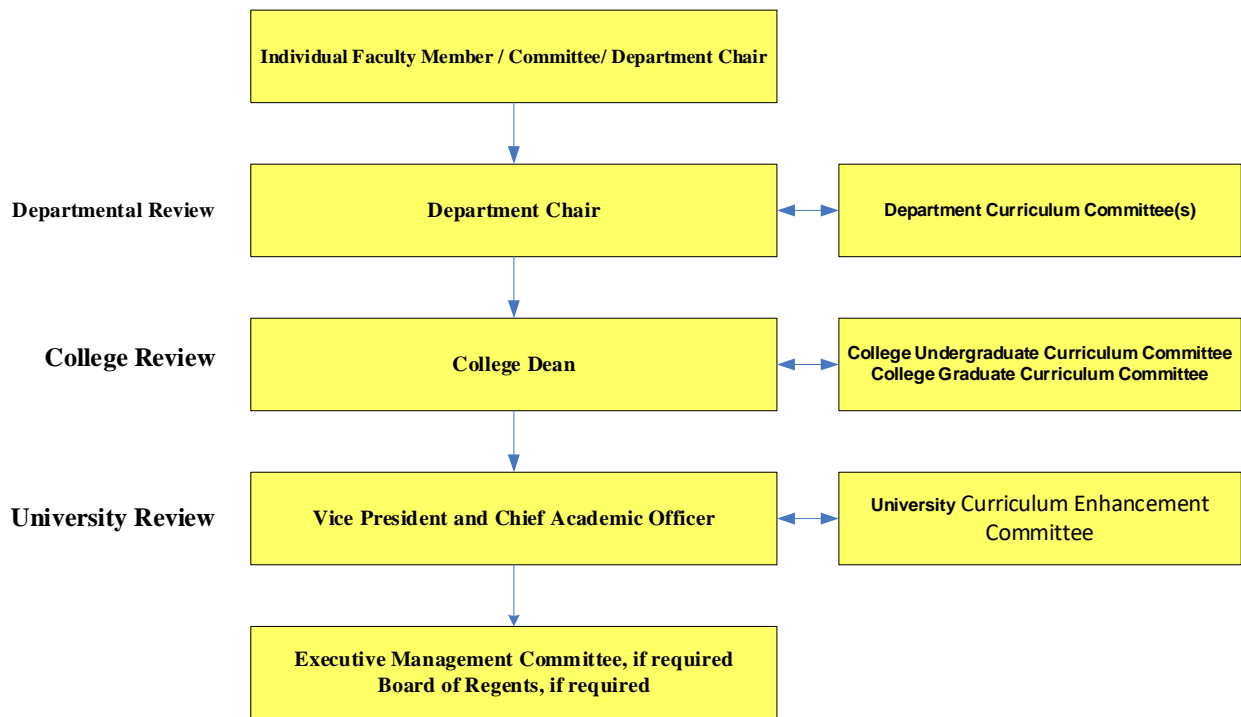9   Approved changes in curriculum shall be announced to students enrolled in the program.

10 Students already enrolled in an academic program subject to changes in its offered curriculum shall be given the opportunity to graduate under the new catalog requirements or under the catalog requirements effective at the time of their admission into the program provided that they do not delay their expected graduation date evaluated at the effective time of the curriculum change by more than two academic years.

11 If the curriculum enhancement proposal requires new resources or release of current resources allocated to the program, such impact shall be identified and evaluated and included within the proposal.

12 Curriculum enhancement requests should be approved in time to allow for their inclusion in the university catalog for the next academic year and implementation in the Banner Course Management System before the start of the Fall semester pre-registration period.

Curriculum Enhancement Procedures

The Curriculum enhancement process normally starts at the departmental level where a faculty member, a group of faculty, a committee may recommend making curriculum enhancement. The review process includes department level, college level, university level, external review (if needed), and Board of regents (if needed). At both department and college level, curriculum committees shall be established to review and recommend the curriculum enhancement proposals. This will ensure faculty involvement in the curriculum enhancement process.   The sequence of the curriculum enhancement process is depicted in the figure below.

The curriculum enhancement process supports three different procedures for addressing the different types of curriculum changes:

1. Curriculum enhancements not requiring University Curriculum Committees review: These curriculum changes normally would require VPAA Approval without the need for processing by the University Curriculum Committees. Typically, these changes include minor curriculum enhancement that does not affect any other college but the requesting college. Examples include changes to course description, course prerequisites, course offerings, adding a course, and deleting a course.

2. Curriculum enhancements requiring processing by one of the University Curriculum Committees but do not require Board of Regents approval: These changes normally affect more than one college but it is not major restructuring of a program.   Examples include adding a new course, changes in the university core courses, deleting a course.

3. Curriculum enhancements requiring Board of Regents approval. These changes normally require resources (Financial and/or human). Examples include restructuring (substantial changes) of an academic program, changes in the title of a program, changes the number of credit hours, or new concentration area.

	Individual Faculty Member / Committee/ Department Chair	
Departmental Review	Department Chair	Department Curriculum Committee(s)
College Review	College Dean	College Undergraduate Curriculum Committee College Graduate Curriculum Committee
University Review	Vice President and Chief Academic Officer	University Curriculum Enhancement Committee
	Executive Management Committee, if required Board of Regents, if required	

Departmental Responsibilities

Each department within the University will compose a curriculum committee, which will include graduate faculty members appointed by the department chairperson. If the department does not have sufficient graduate faculty members, at least the chair of the committee shall be a graduate faculty, if possible. The committee will evaluate the undergraduate and graduate curriculum enhancement requests by individual faculty from their department or committees (including assessment committee). The results of the department curriculum committee will be reported in writing to the Department Chairperson utilizing appropriate forms. The department chairperson will review the curriculum enhancement request, and then make a decision to approve or not approve the request.

College Responsibilities

Each college within the University will constitute two curriculum committees; one for undergraduate and one for graduate curriculum requests, if possible. The membership of these committees shall be appointed by the college dean, and should represent the set of departments within the college. The graduate curriculum committee membership shall be from graduate faculty. These committees will evaluate the curriculum requests to avoid duplication/overlap of offerings within the college and to ensure these requests are reasonable within the norms of discipline education.

The College Undergraduate (Graduate) Curriculum Committee will review the undergraduate (graduate) curriculum enhancement requests and forward a written recommendation to college dean (or one of the Associate Deans: Academic Affairs or Graduate Studies). The college curriculum committees may consult with the appropriate program/department regarding any additional information or clarifications.

The College Dean will then review the curriculum requests and prepare a written recommendation to approve or reject the requests, College Dean may request additional or clarifying information from the department or college committees. If request is approved, the College Dean will submit all documentations to the appropriate AVP for his/her review.   Depending on the nature of the curriculum enhancement requests and upon review of the appropriate AVP, VPAA may approve (in cases of no need for university curriculum committee), forward to the University Undergraduate Curriculum Committee (for undergraduate curriculum requests) or University Graduate Curriculum Committee (for graduate curriculum requests).

University Responsibilities

The University Curriculum Committees (UCC) provide recommendation to the appropriate AVP concerning curriculum enchantment request. The appropriate committee shall consider the impact of the curriculum changes on all colleges of QU and shall avoid duplication of curriculum offerings.

The University Graduate Curriculum Committee membership shall be constituted from graduate faculty from the various colleges. The committee will be chaired by a "Professor" and shall report to the associate vice president for graduate studies. The University Undergraduate Committee shall have representation from various colleges and core curriculum, shall be chaired by a "Professor" and report to the Associate Vice President for Academic Planning and Quality Assurance.

The final review of the curriculum enhancements is made by the appropriate AVP and a recommendation to the VPAA for final approval. Before reaching a decision, the VPAA may solicit additional information from the Department, the College, or the appropriate University Committee regarding additional information or clarifications.

In the event that the VPAA rejects recommendations made by the appropriate University Committee, she/he must state his/her report to the committee the reasons for the rejection. VPAA may meet with committee to resolve the differences. Appropriate AVP forwards the approval by VPAA to the Vice President for Student Affairs for implementation.

Detailed Procedure for Curriculum Enhancements not Requiring Appropriate University Committee Review

The main steps of these curriculum changes are:

1. Completing the appropriate minor curriculum change request form and submitting it to the Department Curriculum Committee for study and review,

2. The Department Curriculum Committee reviews and evaluates the change request, identifies the impact of the proposed change on other programs and on students already enrolled in the program, and submits its recommendations to the Department Head including proposals for resolving identified issues.

3. The Department Head evaluates the change request and either approves or rejects the request. In case of approval, the Department Head forwards the change request form and accompanying documents to the college dean for evaluation.

4. The College Curriculum Committee evaluates the change request and submits its recommendations to the College Dean for approval.

5. The College Dean reviews the change request and either approves or rejects the request. Approved requests are forwarded to the appropriate AVP for final review.

6. The appropriate AVP reviews the change request and make recommendation to the VPAA for final approval. In cases of the VPAA disagrees with the change, an official communication shall be submitted to the appropriate college/director with justification for disapproval.

7. Approved change requests are forwarded by the appropriate AVP Office to the concerned Colleges, the Registrar Office, and the Vice President for Student Affairs for information and/or action.

Detailed Procedure for Curriculum Enhancements Requiring Processing by One of the University Curriculum Enhancement Committee but do not require Board of Regents approval

The main steps of the curriculum changes requiring processing by one of the University Curriculum Committees are:

1-5 Same as steps 1 to 5 as defined in previous section. However, the appropriate curriculum change request proposal and/or form should be used.

6. The appropriate AVP will assign the curriculum change request to the relevant committee for their evaluation.

7. The university appropriate committee will review the request and make a recommendation to the relevant AVP to review the request and make recommendation to VPAA for approval.

8. The VPAA may approve or reject the request. In cases of the VPAA disagrees with the change, an official communication shall be submitted to the appropriate college/director with justification for disapproval.

9. Approved change requests are forwarded by the appropriate AVP Office to the concerned Colleges, the Registrar Office, and the Vice President for Student Affairs for information and/or action.

Detailed Procedure for Curriculum Changes Requiring Board of Regents Approval

The main steps of the curriculum changes requiring external review are:

1-6 Same as steps 1 to 6 as defined in the previous section. However, the appropriate curriculum change request proposal and/or form should be used.

7. The appropriate university committee will review the request and if deemed appropriate will recommend sending the proposal to three subject expert external reviewers by office of relevant AVP.

8. Once the external reviewer responses are received, the feedback is provided to the college to incorporate the suggested changes, if appropriate. The revised files are submitted to the appropriate AVP for review.

9. The appropriate AVP will submit the revised files to the relevant university committee for their evaluation.

10. The appropriate university committee will review the request and make a recommendation to the appropriate AVP to review and make recommendation to the VPAA.

11. The VPAA may approve or reject the request. In cases of the VPAA disagrees with the change, an official communication shall be submitted to the appropriate college/director with justification for disapproval. Approved requests shall be forwarded to the Executive Management Committee, for evaluation and approval prior to their submission to the Board of Regents for final approval.

12. The Executive Management Committee reviews and evaluates the major curriculum change request and either approves or rejects the proposal. In case of approval, the proposal is scheduled for presentation to the Board of Regents for evaluation.

13. The Board of Regents reviews and evaluates the major curriculum change request and either approves or rejects the request.

14. The Vice President and Chief Academic Officer communicates the Board of Regents' decision to the College Dean and other concerned parties.