Curriculum Development Process

Process Definition

1. SUMMERY

1.1. This document defines the process of Curriculum Development.

1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM].

2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	15/05/2015	0	3 years	Original Release	Cagri Mart	Rasha Alkabbanie	Dr. Mehmet Ozdemir
2	01/11/2017	1	3 years	The format has been changed, other items has been added to the content	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

3. PROCESS DEFINITION

3.1. The purpose of this process is to design curriculum and apply testing of courses, changes, revisions, and faculty/staff trainings. It collaborates with Heads of Major Fields of Studies (HMFS) and experts from the market, industry and academia to develop the courses.

4. PROCESS OBJECTIVES AND METRICS

4.1. Process objectives for this process are defined in the "Quality Objectives of Tishk International University" document.

4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the "Quality Objectives of Tishk International University" document.

4.3. The targets of each objective are determined in October of every academic year.

4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
A2-Reviewing the curriculum based on the needs of industry, market and academia.	(%) of the curriculum updated based on the needs of industry	None
A3-Updating some courses to be design/project oriented courses	Number of design/project oriented courses	Teaching Process

5. PROCESS OWNERS AND RESPONSIBLE PARTIES

5.1. The owner of this process is **the Departmental Scientific Committees.**

5.2. **The members of Departmental Scientific Committees** will ensure proper fulfillment of the requirements of this process.

5.3. The **University Council** will ensure proper resources are provided for this process.

6. TYPICAL PROCESS INPUTS AND RESOURCES

6.1. Technical Information Needed:

- Statistics about recent market needs.
- Statistics about recent updates in the academia.
- Statistics about recent industry needs.
- Curriculum samples of other local and international universities.
- Allowed number of hours.
- Allowed number of credits.
- The applied credit system.

6.2. Resources/Facilities and Techniques needed:

- Access to local and international statistics systems.

6.3. Resources/Personnel needed:

- Members of Scientific Committees.
- Heads of Major Fields of Studies (HMFS).
- Market Experts.
- Industry Experts.

- Academic Consultants.

6.4. Special training needed

- Advanced Courses in designing and devolving curriculums.

7. SUP-PROCESSES WITHIN THIS PROCESS:

- Curriculum Design
- Curriculum Change
- Curriculum Review

8. TYPICAL PROCESS OUTPUTS

8.1. Service produced:

- Curriculum designed.
- Curriculum changed when needed.
- Curriculum reviewed in a regular manner.

8.2. Documents produces :

- None.

8.3. Records produced:

- Department Curriculum IU.CD.SC.001E.
- Description of Curriculum IU.FA.FR.019E.

9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Not being able to reach the market and industry statistics necessary for designing the curriculum	Likely to occur	Moderate	None	Maintaining good relationships with the governmental and statistics performing bodies in the region
Limitation applied by the ministry of higher education about the % of curriculum changes	Likely to occur	High	None	None (but changing the content may lead in some cases to same target)

Inactive Departmental Scientific Committee	Somewhat likely to occur	Moderate	Internal auditing	More motivation

10. STEPS

10.1 For sub-process: Curriculum Design

1. When a decision is made by Board of Trustees to establish a new department, a related Scientific Committee shall be formed to design the curriculum for the new department.
2. The head of the Scientific Committee call members and HMFS for meetings.
3. The committee collects statistics and gets information about the market and industry needs.
4. The committee invites experts form market, industry and professional academician to join the meetings and to cooperate with in defining the needed courses.
5. The committee design the curriculum according to the Credit System applied (currently, the European System).
6. The committee defines the required number of credits for each course depending on the workload.
7. The committee prepares the final Curriculum Schedule (IU.CD.SC.001E), then submit it to the head of department and dean of faculty for their approval.
8. The dean of faculty submits the curriculum schedule to the University Council for the final approval, then the curriculum will be issued and published.
9. The scientific committee prepares the Curriculum Description (IU.FA.FR.019E).

10.2 For sub-process: Curriculum Change

1. Curriculum committee should identify the need for change of curriculum as per the demand by students or industry. This change may include Course content, including choice of texts, syllabus design, assignments, course organization, and methods of evaluating students.
2. Curriculum committee enables instructors to bridge the gap between students and content by involving faculty members and HMFS at every stage.
3. When the committee members make a decision about the changes, a request shall be submitted to the head of department and dean of faculty attached with the meeting minutes of the committee and the new version (changed) curriculum for their approval.
4. The dean of faculty submits the curriculum schedule to the University Council for the final approval, then the new version of the curriculum will be issued and published.
5. The scientific committee changes the Curriculum Description (IU.FA.FR.019E) accordingly.

10.3 For sub-process: Curriculum Review

1. In regular manner, the scientific committee shall make a regular review for the curriculum in a time interval decided by the university top management.
2. For this, the committee collects statistics and gets information about the market and industry needs and invites experts from market, industry and professional academician to join the meetings and to cooperate with in reviewing the curriculum.
3. When the committee members make a decision about the changes, a request shall be submitted to the head of department and dean of faculty attached with the meeting minutes of the committee and the new version (changed) curriculum for their approval.
4. The dean of faculty submits the curriculum schedule to the University Council for the final approval, then the new version of the curriculum will be issued and published.
5. The scientific committee changes the Curriculum Description (IU.FA.FR.019E) accordingly.