




# PRELIMINARY SURVEY VISIT

## **AREA III. CURRICULUM AND INSTRUCTION**

### **A. CURRICULUM AND PROGRAM STUDIES**

A.5. Policies on Curriculum development/review.

	<b>UNIVERSITY OF SOUTHERN MINDANAO</b>			
	<b>DESIGN, DEVELOPMENT AND REVISION OF CURRICULUM</b>			
	Document No.	USM-EDU-003-Rev.4.2024.07.19	Rev. No.	4

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### 1.0. PURPOSE

This procedure serves as guide for all faculty members and stakeholders in the process of the design and development of program curricula. This ensures that the new or revised curriculum have undergone comprehensive and systematic process of review, verification and validation before its approval for implementation.

### 2.0. SCOPE

This procedure applies to the curricula of all degree program offerings proposed by permanent faculty members in the University.

### 3.0. DEFINITION OF TERMS

- 3.1. **Curriculum** refers to the set of courses, their sequence and distribution within the prescribed duration of study taken by a student enrolled in a particular program.
- 3.2. **Prospectus** is a document which embodies the curriculum of the program and used for promotion, academic evaluation and student advising.
- 3.3. **Course Catalog** is a document that lists the courses contained in the curriculum including course code, course title, course description and equivalent units.
- 3.4. **Curriculum Design and Development** refers to the process of conceptualizing the curriculum of a new program offering
- 3.5. **Curriculum Revision** is the process of modifying the curriculum of an existing program offering based on policy changes (new CMO), inputs from the stakeholders and suggestions and recommendations from reviewing bodies.
- 3.6. **Curriculum Review** is the process of evaluating the content and design of the curriculum, its alignment to the college goals and objectives and compliance to the CHED requirements and institutional policies.
- 3.7. **Curriculum Verification** is the process of checking whether the technical and administrative requirements of the curriculum are being met.
- 3.8. **Curriculum Validation** refers to the process of determining the acceptability of the curriculum to the stakeholders. This ensures that the curriculum is relevant and responsive to the demands of the local, regional, national and international socio-economic agenda as well as its sustainability.
- 3.9. **Feasibility Study** is a study conducted among prospect students to determine the viability of the proposed program. The study includes their socio-demographic profile, academic profile, level of awareness of the proposed program and willingness to enroll.

### 4.0. REFERENCES

- 4.1. USM Code
- 4.2. USM Quality Management System Manual (USM-QMS-002-Rev.7.2024.01.12)
- 4.3. Commission on Higher Education (CHED) Memorandum Order
- 4.4. Academic Policies and Guidelines

### 5.0. RESPONSIBILITY AND AUTHORITY

- 5.1. The **Program Proponent/s** are member/s of Department within the discipline who is/are responsible for the conceptualization of the new or revised curriculum, presentation to reviewing bodies, and incorporation of recommended revisions.
- 5.2. The **Department Curriculum Review and Development Committee**, which is composed of the Department Chairperson, Program Head and the Subject Matter Expert/s, is tasked to construct the Proposed or Revised Curriculum and attached documents. The committee shall also be responsible for conducting the feasibility study and consultation with the stakeholders before submitting this to the College Curriculum Review and Development Committee.
- 5.3. **College Curriculum Review and Development Committee** is composed of Department Curriculum Coordinators who serve as representatives of the different departments in the College. They are tasked to review the contents of the Curriculum whether they conform with the institutional policies and align with the CMO and/or benchmark with other higher education institutions (HEI).



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- 5.4. College Academic Council further reviews the proposed new or revised curriculum to determine its consonance with the College goals and objectives.
- 5.5. University Curriculum Specialist receives, checks and controls pertinent documents submitted by program proponents for the University Curriculum Review. The specialist shall also facilitate the notation of the curriculum by CHED Regional Office before the submission for approval of the Board of Regents.
- 5.6. Director for Instruction oversees the entry or updating of the curriculum in the enrolment system and monitors its implementation in accordance with applicable academic policies.
- 5.7. University Curriculum Review and Development Committee verifies the endorsed curriculum if the necessary technical and administrative requirements are being met before recommending it to the University Academic Council.
- 5.8. University Academic Council shall validate and endorse the approval of the curriculum to the Board of Regents.
- 5.9. Vice-President for Academic Affairs is responsible for providing directives and guidelines on the matters of curriculum design and development as stipulated in the University Code and serving as chair of the University Curriculum Review and Development Committee.

## 6.0 PROCEDURE DETAILS

### 6.1 Curriculum Design and Development

- 6.1.1 The Program Proponent constructs the draft curriculum of the proposed new program offering based on existing applicable CMO and/or benchmark with similar program of other HEIs.
- 6.1.2 A feasibility study shall be conducted among prospect students to determine the viability of the proposed program.
- 6.1.3 If the program is feasible, a consultation shall be conducted among stakeholders (alumni, industries, government, and/or community) to obtain necessary data on the employment needs, relevance to development agenda and socio-cultural implications.
- 6.1.4 The Department Curriculum Review and Development Committee, reconstructs the Curriculum incorporating the inputs from the planning in the Department and consultation with stakeholders.
- 6.1.5 The Department Curriculum Review and Development Committee submits the proposed curriculum to the College Curriculum Review and Development Committee for review with the following attachments
  - 6.1.5.1 Course Catalog
  - 6.1.5.2 Feasibility Study
  - 6.1.5.3 Program proposal containing the following:
    - 6.1.5.3.1 Program title
    - 6.1.5.3.2 Program description
    - 6.1.5.3.3 Rationale
    - 6.1.5.3.4 Curriculum summary
    - 6.1.5.3.5 Faculty profile
  - 6.1.5.4 List of Qualified Faculty (USM-EDU-F08-Rev-1.2021.01.08)
  - 6.1.5.5 List of Required Facilities (USM-EDU-F32-Rev-1.2021.01.08)
  - 6.1.5.6 Applicable CHED Memorandum Order (CMO)
  - 6.1.5.7 Benchmarked Curricula (if necessary)
  - 6.1.5.8 Curriculum Design Checklist (USM-EDU-F02-Rev-1.2021.01.08)

### 6.2 Curriculum Revision

- 6.2.1 The curriculum shall be subjected to revision every four (4) years or as needed to maintain its relevance to the changes and updates in industry competency requirements and socio-economic needs.
- 6.2.2 The proponents of the revision prepare the draft of revised curriculum of the existing program offering based on research findings (tracer studies, exit interviews/exams), course evaluation results, newly issued CMO and/or benchmark with similar program of other HEIs.



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- 6.2.3 A consultation shall be conducted among stakeholders (students, faculty, alumni, industries, government and/or community) to obtain necessary feedback on the implications of the revisions and to gather updated data on the employment needs, relevance to development agenda and socio-cultural implications.
- 6.2.4 The Department Curriculum Review and Development Committee reconstructs the revised Curriculum incorporating the inputs from the consultation with stakeholders.
- 6.2.5 The Department Chairperson submits the revised curriculum to the College Curriculum Review and Development Committee for review with the following attachments:
  - 6.2.5.1 Revised Course Catalog (if applicable)
  - 6.2.5.2 Applicable CHED Memorandum Order (CMO)
  - 6.2.5.3 Benchmarked Curricula (if necessary)

### 6.3 Curriculum Review

- 6.3.1 The College Curriculum Review and Development Committee reviews the proposed or revised curriculum using the Curriculum Review and Verification Checklist (USM-EDU-F03-Rev-2.2024.07.19). They shall use the CMO, USM Code, existing academic policies and guidelines and pertinent attachments mentioned in 6.1.1 and 6.2.5 as references.
- 6.3.2 Upon reviewing the curriculum, the committee shall decide on the following recommendations based on their findings:
  - 6.3.2.1 Recommended for endorsement without need for revisions
  - 6.3.2.2 Recommended for endorsement subject to compliance of suggested revisions
  - 6.3.2.3 Not recommended for endorsement
- 6.3.3 Upon incorporation of all recommendations the Committee shall forward the proposed or revised curriculum to the College Academic Council.
- 6.3.4 The College Academic Council shall further review and scrutinize the Proposed or revised Program Curriculum to ensure that it is in consonance with the College Goals and Objectives.
- 6.3.5 Upon scrutiny of the curriculum, the College Academic Council shall decide on the following recommendations based on their findings:
  - 6.3.5.1 Endorsed without need for revision
  - 6.3.5.2 Endorsed subject to compliance of suggested revision
  - 6.3.5.3 Not endorsed
- 6.3.6 If the curriculum is endorsed, the Dean sends a request to the Office of the Vice President for Academic Affairs (VPAA) to conduct verification. If it is not endorsed, it shall be returned to the program proponents.

### 6.4 Curriculum Verification

- 6.4.1 The curriculum must be verified by the University Curriculum Review and Development Committee (UCRDC) not later than one (1) month before its planned date of implementation.
- 6.4.2 Upon approval of the VPAA on the request for curriculum verification, the Department Chairperson shall submit to the University Curriculum Specialist the proposed or revised curriculum with the following attachments:
  - 6.4.2.1 Course Catalog
  - 6.4.2.2 Program Proposal (for new program offerings)
  - 6.4.2.3 Feasibility study (for new program offerings)
  - 6.4.2.4 List of Qualified Faculty (for new program offerings)
  - 6.4.2.5 List of Facilities (for new program offerings)
  - 6.4.2.6 Applicable CMO
  - 6.4.2.7 Benchmarked Curricula (if necessary)
- 6.4.3 Upon receipt of the proposed or revised curriculum with attachments, the University Curriculum Specialist checks the integrity of the documents, prepares the agenda for the meeting and provide the copy of the agenda and the pertinent documents to the committee members.



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- 6.4.4 The VPAA issues a memorandum to the members of the committee and the deans of the concerned colleges to convene after the approval of the request for curriculum verification.
- 6.4.5 During the UCRDC meeting, the University Curriculum Specialist acts as the secretary while the VPAA chairs the committee. Using the Curriculum Review and Verification Checklist (USM-EDU-F03-Rev-z2.2024.07.19) the committee shall scrutinize the curriculum in terms of the following:
  - 6.4.5.1 Compliance to the minimum requirements of the applicable CMO in terms of
    - 6.4.5.1.1 Course code
    - 6.4.5.1.2 Course title
    - 6.4.5.1.3 Credit units
    - 6.4.5.1.4 Contact hours
    - 6.4.5.1.5 Pre-requisites and co-requisites
    - 6.4.5.1.6 Faculty qualification and assignment (for new offerings)
    - 6.4.5.1.7 Instructional facilities (for new offerings)
  - 6.4.5.2 Adherence to other relevant CMO
  - 6.4.5.3 Adherence to institutional policies
  - 6.4.5.4 Appropriateness of the semestral load
  - 6.4.5.5 Consistency and completeness
- 6.4.6 Upon scrutiny of the curriculum, the committee shall decide on the following recommendation based on their findings:
  - 6.4.6.1 Recommended for endorsement without need for revisions
  - 6.4.6.2 Recommended for endorsement subject to compliance to suggestions
  - 6.4.6.3 Not recommended for endorsement
- 6.4.7 The committee shall then forward the findings to the University Curriculum Specialist for the finalization of the Curriculum Review Report/Minutes
- 6.4.8 If the curriculum is recommended for approval, the Specialist forwards the Curriculum to the University Academic Council for endorsement. If not recommended, it is returned to the program proponent.

### 6.5 Curriculum Validation

- 6.5.1 Validation of the curriculum occurs during the University Academic Council wherein tenured faculty members with academic rank of Assistant Professor I and above from various disciplines scrutinizes the curriculum to evaluate its alignment to local, regional, national and international socio-economic agenda as well as its sustainability.
- 6.5.2 The University Curriculum Specialist forwards the curriculum to the Director for Instruction for its presentation during the University Academic Council meeting.
- 6.5.3 The Council scrutinizes the curriculum and ensures no loopholes exist in its planned implementation.
- 6.5.4 Upon scrutiny of the curriculum, the Council shall decide on the following recommendation based on their findings:
  - 6.5.4.1 Endorsed for approval without need for revisions
  - 6.5.4.2 Endorsed for approval subject to compliance to suggestions
  - 6.5.4.3 Not endorsed for approval
- 6.5.5 If the curriculum is endorsed for approval, the Specialist requests the proponent to submit a final copy incorporating the recommendations, if any, for approval. If not endorsed, it is returned to the program proponent.

### 6.6 Approval of the Curriculum

- 6.6.1 After the curriculum was endorsed by the University Academic Council, the program proponent prepares the final copy signed up to the level of the University President.
- 6.6.2 The University Curriculum Specialist prepares the Final Curriculum Review Report/Minutes and Transmittal.



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- 6.6.3 The University Curriculum Specialist submits the Curriculum and Transmittal to the Commission on Higher Education Regional Office (CHEDRO XII) for notation.
- 6.6.4 After notation, the University Curriculum Specialist forwards the Curriculum to the Board Secretary for its deliberation in the Board of Regents (BOR) meeting.
- 6.6.5 The Board of Regents (BOR) deliberates the endorsed curriculum and gives the following decision based on the results of their discussion:
  - 6.6.5.1 Approved
  - 6.6.5.2 Disapproved
- 6.6.6 The University Curriculum Specialist receives the Curriculum with the corresponding decision on its approval. If the curriculum is approved, it shall be implemented henceforth. If it is disapproved, the Curriculum is returned to the program proponent.

#### 6.7 Implementation

- 6.7.1 The University Curriculum Specialist receives the approved Curriculum and files it for future reference. The Specialist then forwards duplicate copies to the Director for Instruction and the Chairperson of the Department offering the program.
- 6.7.2 Upon receipt of the duplicate copy, the Director for Instruction directs the entry or update of the courses of the program curriculum in the enrolment system and ensures applicable academic policies are being observed in its implementation.
- 6.7.3 Upon receipt of the duplicate copy of the approved curriculum, the Department Chairperson prepares the prospectus and implements the curriculum until another curriculum revision becomes necessary.

#### 7.0 Records Retention and Disposal

- 7.1 Records of this procedure shall be retained for a period of five (5) years for possible review and recall.
- 7.2 Disposal shall be done through shredding with the permission and authorization of the MR.

#### 8.0 Forms & Records

- 8.1 Curriculum (USM-DIO-Fo8-Rev.4.2024.07.19)
- 8.2 Course Catalog (USM-EDU-F46-Rev.0.2021.01.08)
- 8.3 Curriculum Design Checklist (USM-EDU-Fo2-Rev.1.2021.01.08)
- 8.4 Curriculum Review and Verification Checklist (USM-EDU-Fo3-Rev.2.2024.07.19)
- 8.5 List of Faculty (USM-EDU-Fo8-Rev.1.2021.01.08)
- 8.6 List of College Facilities (USM-EDU-F32-Rev.1.2021.01.08)