	SOUTHERN LEYTE STATE UNIVERSITY Sogod, Southern Leyte	DOCUMENT CODE	P-AC06
	QUALITY PROCEDURES MANUAL	REVISION	00
		EFFECTIVITY DATE	20 October 2015
	PROCEDURE FOR CURRICULUM REVIEW AND REVISION		

1. Purpose

To facilitate an efficient and systematic review and revision of the curriculum

2. Scope

This procedure includes change of course code nomenclature, pre-requisite courses, arrangement of program of studies, deletion and addition of new courses or units and offering of new program and this covers from the proposal to the approval for implementation.

3. References

Manual on Curriculum Development and Review for Graduate and Undergraduate Studies
CHED Memorandum Order No. 2, series of 2011
Clause 7.3 Design and Development of ISO 9001 - 2008

4. Definition of Terms

Course – is a discrete component of a degree program with a specified title and description of coverage, learning content and goals, and the learners responsibilities.

Curriculum – is a specification of the learning outcomes of the proposed degree program. It shows the minimum unit requirements to attain them, and the minimum acceptable level of demonstrated achievement for awarding credits.

College Curriculum Development Officer (CCDC) - refers to the advisory committee through which all curricula, assessments and instructional recommendations are met.


Department Curriculum Development Committee (DCDC) – refer to the advisory committee composed of the department head, faculty, students and other stakeholders through which curriculum revisions or offering the new program is being initiated

Degree Program – is a program of study that confers an academic degree upon students who successfully complete its requirements.

Major Curricular Revision – includes deletion and addition of new courses or units.

Minor Curricular Revision- offering of pre-requisite courses and change of nomenclature in-line to the change in arrangement of program of studies.

University Curriculum Development Council (UCDC) – refers to the advisory council through which all curricula, assessment, instructional recommendations and revisions are made and endorsed to the University Academic Council for deliberation and approval.

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5. Process Flow

Step No.	Process Flow	Details	Forms	Criteria	Responsible Person
	Start				
1	Need Arises for Curriculum Review	<ul style="list-style-type: none"> New CMO issuance, TESDA, DOST and other Agency issuance that concerns curriculum, demands of the industry/ community, alignment to the new VMGO and new educational paradigms. 			
2	Requires offering of New Program?	<p>No</p> <ul style="list-style-type: none"> If NO and requires only revision of existing curriculum, then proceed to Step 4. <p>Yes</p>			
3	Conduct Feasibility Study	<ul style="list-style-type: none"> Feasibility study must be based on the assessment of community needs and viability of the program in terms of the following aspects: <ul style="list-style-type: none"> Management Viability Marketing Viability Financial Viability Program Viability 		Feasibility Study	Proponent DCDC
4	Proposal Drafting and Submission	<ul style="list-style-type: none"> The proponent department drafts proposal for curriculum revision or proposal for new program offering the furnishes to the College Dean. Refer contents and specifications to Proposal Format for Curriculum Revision or Proposal Format for Offering a New Degree Program. 	<p>Proposal Format for Curriculum Revision Or</p> <p>Proposal Format for Offering a New Degree Program</p>	Legal bases: CHED Policies, Standards and Guidelines, Board Resolutions, SLSU VMGO, and AACUP Recommendations	DCDC




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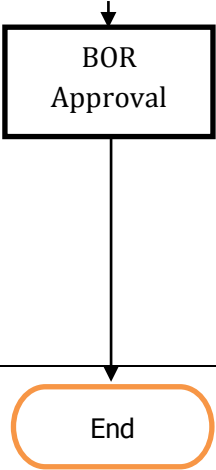
5		<ul style="list-style-type: none"> The College Dean, together with the Proponent Department Representative, review the draft curriculum in aspects related to formatting, grammar, content and the like. Evaluation on the substance of the revision will also be given emphasis. If there is/are corrections and suggestions, then proponent applies on the corrections and resubmit for the same process The evaluated draft proposal will be forwarded to the University Curriculum Development Committee (UCDC). 		Signatures of the Dept. Head and College Dean affixed at the end of the Proposal	College Dean
6		<ul style="list-style-type: none"> UCDC will review whether the proposal is coherent and aligned to the vision and mission of the university, CHED Policies and Standards, Board Resolutions, and Accreditation Policies and standards. If there is/are correction/s and suggestion/s, then proponent applies on the corrections and resubmit for the same process. In the absence of major corrections, the members sign resolution for endorsement of the proposal to University Academic Council. 	UCDC Minutes/ Resolution	Duly Approved UCDC Resolution	UCDC



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7	<pre> graph TD Start(()) --> UAC{UAC Evaluation and Approval} UAC -- YES --> Next[] UAC -- NO --> Next </pre>	<ul style="list-style-type: none"> The University Academic Council will scrutinize the proposal for final review and approval. If major corrections are found, then proponent will comply with the recommendations. 	UAC Resolution	Duly Approved UAC Resolution	University Academic Council
8	<pre> graph TD Start(()) --> Major{Major Curricular Revision} Major -- YES --> Next[] Major -- NO --> Next </pre>	<ul style="list-style-type: none"> If the revision does not involve major curricular revision then it will be implemented following UAC Resolution and College Dean Memorandum. 			
9	<pre> graph TD Start(()) --> CHED[Submission to CHED] CHED --> Next[] </pre>	<ul style="list-style-type: none"> A list of documents in the Manual will be submitted to CHED for the issuance of Certificate of Program Compliance (COPC). 		All documents required. Per CMO 02, 2011 and its Implementing Guidelines	Proponent DCDC and/or College Dean
10	<pre> graph TD Start(()) --> COPC{COPC issued?} COPC -- YES --> Next[] COPC -- NO --> Next </pre>	<ul style="list-style-type: none"> If CHED cannot issue COPC, the Proponent Department with College Dean will comply with the requirements. Once the COPC is issued, the proposal will be forwarded to the Board of Regents for approval. 		Certificate of Program Compliance	CHED

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11		<ul style="list-style-type: none"> The BOR to sign a resolution for the implementation of the revision. BOR composition includes a CHED Representative. The proposed revised curriculum is implemented upon approval. 	BOR Resolution	BOR Resolution	BOR
	