

# NEW COURSE CREATION AND EXISTING COURSE REVISION POLICY AND PROCEDURES



**THE MICO UNIVERSITY COLLEGE**

**1A Marescaux Road, Kingston 5**

<b>Office of Accountability:</b>	VP, Academics
<b>Office of Administrative Responsibility:</b>	Offices of the Deans of Faculty
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	VP Administration
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**Draft**

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## **POLICY**

### **1. INTRODUCTION**

The Mico University College acknowledges the need for its course offerings to be relevant, current, interesting and of the requisite academic standards in order to attract capable students and staff and to allow each constituent to achieve distinction in scholarship.

To this end The Mico University College shall ensure that its course materials:

- represent a critical interface between the University College and its students;
- are produced in a manner that ensures educational effectiveness and ease of use
- are the result of meticulous scheduling and management of the course development process to maintain high standards
- are consistent in terms of quality and accuracy

The policy and the procedures for changes to Academic Courses must be taken together.

### **2. PURPOSE**

Courses delivered at and by The Mico University College must be current in terms of content, examples, case studies, teaching and assessment methods. This is a key aspect of:

- academic integrity
- academic accountability
- programme quality and
- overall credibility and profile of The Mico University College as a leading educational institution

This policy will provide the guidelines whereby The Mico University College's courses are current in relation to the nature of the discipline, pedagogy and assessment, and so maintain the University College's reputation as a leading education provider, to uphold academic integrity of its programmes, and to provide students with the best possible learning experience.

The purpose of the Policy and the Procedures is to provide a framework, establish principles and guidelines for developing and/or revising the institution's academic courses to meet the requisite academic standards and to meet students' need. The policy also outlines the approval process for new academic courses and changes to existing ones.

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### **3. SCOPE:**

This policy applies to all academic courses across faculties, schools and centres.

### **4. DEFINITIONS**

**Academic Board**        The Academic Board has oversight responsibility for the institution's academic affairs and serves to ensure that standards are maintained in relation to teaching, scholarship and research in the University College. The Board monitors the implementation and effectiveness of academic policies to ensure quality assurance.

The Academic Board reports to the Board of Directors and provides academic advice. Specifically, the Academic Board has delegated authority to approve new courses and approve changes to existing courses; determine policy regarding programs of study and assessment; determine requirements to be satisfied by candidates for awards of degrees, and to determine the terms and conditions of awards, scholarships and prizes.

**Faculty Board**        Each Faculty has a Faculty Board. The Faculty Board constitutes the primary forum in the Faculty for the discussion and resolution of academic issues and matters. The Faculty Board makes recommendations to the Academic Board, and oversees the implementation of the decisions of the Academic Board.

**Department**        University Faculties organise teaching and research into individual subjects or groups of subjects. Their work is normally organised into sub-divisions called Departments.

**Programme**        A Programme is guided by a central philosophy, and is the approved curriculum, which consists of an integrated number of courses so organized to enable a student to progress through the credit levels and, on achievement of the learning outcomes and credit requirements associated with each stage of the programme, to qualify for the awarding of a University degree.

**Course**                A series of instruction on a particular subject that can be effectively assessed. A course is identified by a title, course number, credit hours, and other course attributes that may include terms offered, pre- or co-requisites, credit type, level, etc.

**Course Unit**

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New Course	<p>A new course is any course not previously offered or if an older course has undergone major revisions. A new course must satisfy the standards of –</p> <ul style="list-style-type: none"> <li>i) Uniqueness and needs</li> <li>ii) Viability</li> <li>iii) Quality</li> </ul>
Revised Course	<p>Any alteration done to any aspect of the course. Where the alteration is considerable and/or substantial, it shall be considered a major change; and where the alteration does not materially affect the content or delivery, it shall be considered a minor change.</p>
Major Change	<p>A major change shall constitute any significant modification in the nature and scope of a course, which may be tantamount to a new course. These changes are identified in the procedures (page 14).</p>
Minor Change	<p>A minor change is any change that does not significantly alter the content or delivery of the course. These changes are identified in the procedures (page 16).</p>
Suspended/ Discontinued Course	<p>A suspended course is a course which may have been replaced by a new course to better meet the objectives of a Department <u>or</u> a course which may have been deferred as a result of low intake of students. A course is suspended for a specific period of time.</p> <p>A course which is no longer being offered and which has been properly phased out.</p>

## **5. POLICY STATEMENTS**

### **1. Approval**

- a) All new courses, major changes to existing courses or discontinuation of an existing course, must be approved by the Academic Board before implementation.**
- b) The University Council of Jamaica (UCJ) must be apprised of any substantive change to a programme prior to the commencement of the change.**
- c) Minor changes may be approved by the Faculty Board, and the Academic Board advised accordingly.**

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## **2. Course Alignment**

- a) All course materials will be developed, revised and/or discontinued in alignment with The University College's strategic and educational plans, using principles of learner centeredness with clear outcomes and appropriate use of technology. All courses will have a syllabus that is readily available to students taking that course.

## **3. Processes**

- a) The development of a new course, modification of an existing course or the discontinuation of a course at The Mico University College will follow a consistent process to ensure that these changes reflect and respond to changing academic, industry and or community needs; changes in pedagogy or instructional methodology, research findings in the subject area as well as changing needs of students.
- b) The processes for development of a new course, modification to an existing course or discontinuation of a course shall be designed to ensure that -
- The learning opportunities offered have the potential from the outset to meet defined academic standards and the learning opportunities of students.
  - The proposals and developments are compatible with the university college's mission and current strategic aims,
  - Appropriate resource planning is undertaken,
  - Market and employer demand has been researched and considered and
  - There is no conflict with existing provision within the University College.
- c) All courses shall be reviewed every four years, unless there is a major change in circumstance, which will necessitate an earlier review.

## **4. Documentation**

- a) All courses whether, new, existing or those that have been discontinued/withdrawn/suspended shall be duly documented, regarding its academic provisions, in accordance with the provisions below. Appropriate records of the courses shall be kept including courses which have been closed/withdrawn/suspended. These are required for a wide variety of audiences including potential, existing and past students, existing and newly appointed staff and a wide range of external agencies e.g. National Council on Education(NCE), National Education Inspectorate (NEI), the Jamaican Teaching Council (JTC) and the University Council Of Jamaica (UCJ).

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## **6. ROLES AND RESPONSIBILITIES**

### **6.1 Academic Board**

The Academic Board of The Mico University College is the body that has oversight responsibilities of the Academic provisions of the institution and therefore has the principal responsibility to encourage and maintain the highest standards in teaching, scholarship and research.

The Board therefore shall

- i) Oversee the development and set quality standards for the academic activities of the University College
- ii) Formulate and review policies, guidelines and procedures in relation to academic matters
- iii) Approve all the programmes, courses, research activities or the discontinuation thereof.
- iv) Review, amend, and refer back to the Faculty Board as may be warranted any proposal from the Faculty Board.
- v) Give direction to the Faculty Board

The Registrar shall advise the parties of the decision of the Academic Board.

### **6.2 Faculty Board**

The Faculty Boards have oversight responsibilities for all the academic processes within the Faculty and for the implementation of the decisions of the Academic Board. Among the roles of the Faculty Boards is the responsibility to –

*manage and control, within the general academic policy determined by the Academic Board and approved by the Board of Directors, all matters relating to the education, teaching and research in the subjects of study assigned to the respective Faculties including curricula, syllabuses and examinations, and to advise and report to the Academic Board on these matters.*

**---The Mico University College Ordinance**

### **6.3 Deans**

The Dean is the chairperson of the Faculty Board, and must endorse recommendations, proposals etc. from any proposer in the Faculty, to be discussed and fully aired at the Faculty Board Level.

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#### **6.4 Head of Department**

The Head of Department shall

- i) Review proposals, recommendations from the Department and ensure that it satisfies the prerequisites for submission to the Faculty Board.
- ii) Ensure that the documentation accompanying proposals/recommendations are pertinent, relevant, fulsome and adequate.
- iii) Oversee the implementation of the proposal.

#### **6.5 Proposer**

The Proposer of any recommendation can be a single lecturer or a group of Lecturers, who have determined the reasonableness of their proposal. They have a duty to

- i) ensure that the proposal is widely discussed and that stakeholders are adequately briefed at least on the concepts.
- ii) Ensure that all the relevant documents are in place and accompany the proposal
- iii) Seek the endorsement of the Dean of the Faculty
- iv) See to the implementation of the proposal.

#### **6.6 Curriculum Unit**

The Curriculum Unit has the responsibility to review the proposal to determine the appropriateness of the proposal and to make recommendations as appropriate.

#### **6.7 Online Learning**

The Online Learning Department has the responsibility to review the proposed course for applicable online instructional design and make recommendations for same to be delivered in blended modality.

#### **6.8 Quality Assurance Office**

The Quality Assurance Office has the responsibility to review the proposal to determine the appropriateness of the proposal and to make recommendations as appropriate.



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## **PROCEDURE**

### **1. INTRODUCTION**

The University College aims to ensure that all of its academic provisions are robust, coherent and offer high quality student learning experiences that meet University College quality standards and articulate a current and relevant curriculum. To achieve this aim, all new courses or modified courses are subject to the Course Approval Process before they are delivered to students.

The process has been designed to ensure that the learning opportunities offered have the potential from the outset to meet defined academic standards. The procedures for approval, modification and discontinuation of courses at the University College are designed to ensure that proposals and developments are compatible with the University College's mission and current strategic aims, that appropriate resource planning is undertaken, that market and employer demand has been researched and considered and that there is no conflict with any existing provision within the University College.

The formal approval, modification and discontinuation/suspension processes also enables the University College to be confident that it has appropriate records regarding all of its academic provisions. These are required for a wide variety of audiences including potential, existing and past students, existing and newly appointed staff and a wide range of external agencies e.g. National Council on Education (NCE), National Education Inspectorate (NEI), the Jamaican Teaching Council (JTC) and the University Council Of Jamaica (UCJ). Course files including all the paperwork supporting the approval process are held as indicated in the Documentation Policy.

### **2. COURSE DEVELOPMENT CATEGORIES**

There are three categories of course development or review:

- i) **NEW:** A course is considered new if it is being offered for the first time or if an older course has undergone major revisions. This course **MUST** have a course code before delivery.
- ii) **REVISED:** A course is considered revised if there are a few revisions (e.g., change of name of course, updating of content, or update of resources). This revision should be no more than 20% of the course material.
- iii) **SUSPENSION/DISCONTINUATION:** A course may be suspended if the Department decides that a new course would better meet their objectives or if there is no intake to that course for a specified time. Discontinuation of a course means that that course is no longer offered by the University College.

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### **3. PROCESS FOR DEVELOPMENT OF A NEW COURSE**

The initiation of the process for the development of a new course should begin at the department level and may start with any faculty member or group of faculty members. The new courses must address the following standards in order to receive approval by the Academic Board.

#### **I) Uniqueness/Needs:**

- a) The course must represent an innovative approach within a given field
- b) The course must meet a demonstrable need in the relevant programme
- c) The department must demonstrate that competences needed are best met by the development of a new course and that there are needed experiences which are not part of the present offerings
- d) The course must provide clear and specific evidence that the resource needs and professional implications are recognized by the relevant faculty and administrators and are integrated into the department's/faculty's planning.

#### **II) Viability:**

- a) The department must determine the appropriate level of personnel necessary for instruction and administration, and demonstrate that this minimal level of personnel is available
- b) The department must investigate whether there will be an overlap or duplication with existing offerings. If there are similar offerings by another department, then the initiator of the course should liaise with the department/s that have similar or related offerings to ascertain if the duplication is significant, to deal with possible conflicts, or to obtain agreement that no significant overlap exists.
- c) The department must specify the appropriate resources and infrastructure necessary to deliver the course in a satisfactory manner
- d) Faculty participation in the course development must be demonstrably supportive
- e) The department must offer evidence that it is able to attract and retain a student body that is of sufficient size and quality to justify initiation and sustainability of the course.

#### **III) Quality:**

- a) The proposal must clearly articulate the course's objectives and how they support the overall mission of the university college.

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- b) The proposal must include a plan to use course review and assessment information to ensure that the course remains current.
- c) There must be evidence in the proposal that faculty collaborated in the development of the course.
- d) The proposal must offer evidence of a commitment to student learning
- e) The proposal must show that adding it will enhance the department's/faculty's offerings.

### **3.1 THE PROPOSAL**

Once the Dean has agreed that a new course is necessary, the initiator will complete a New Course Approval Form which includes the following:

**i) NAME OF THE DEPARTMENT/FACULTY OFFERING THE COURSE**

**ii) JUSTIFICATION FOR INTRODUCTION OF THE COURSE**

- Rationale for development of the Course
  - \*educational significance of the proposed course with respect to the overall curriculum of the programme of study
- Justification for the level of the course: Include a rationale for assigning the course level
- Detailing how the course will enhance the programme in which it will be delivered i.e. its relationship to the University College's/Faculty's/Department's Strategic Plans
- How will the course contribute to the carrying out of the Mission of the University College
- What will it be replacing/adding to/
- The cost of the course and the budgetary and resource ramifications.
- Expected date of first offering

**iii) COURSE CODES AND NOMENCLATURE**

**iv) COURSE SPAN ACROSS DEPARTMENTS**

The proposal will also have to address the coordination of the course, with other existing courses and if the course will involve two or more departments the arrangements to be made including scheduling.

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### **3.2 RESOURCE ANALYSIS**

A resource analysis must be submitted with the course outline. This should include the following information:

- Academic staffing required/available
- Support and administrative staffing
- Classroom space and equipment requirement
- Information technology and other resources
- Library resources
- Financial implications

#### **OTHER INFORMATION REQUIRED**

- Expected number of students to do the course
- Expected date of offering

### **3.3 APPROVAL**

Once the course has been written it **MUST** be submitted to the Head of Department of the respective faculty (along with the completed New Course Approval Form) who will ensure that all the requirements for submission have been met. It is then sent to the Dean of the respective faculty by the Head of Department for review. If the review is favourable, the proposal with course outline is presented at the relevant Faculty Board meeting for review and acceptance.

The course outline with all the verifying documents should then be forwarded by the Dean to the Curriculum Unit through the Vice President of Academic Affairs for review and endorsement. If the review is favourable, the course will then be submitted to the Academic Board for approval for delivery. If the course is approved, the Department will be given permission in writing to offer the course.

The Dean of the respective faculty will submit the course description, course code and course sequence to the Registrar to be added to the list of courses offered by the University College.

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### 3.4 PROCEDURE

	<b>Action</b>	<b>Action By</b>
3.4.1.	Initiation of the process for the development of a new Course	Lecturer(s) in the Depart. (Proposer)
3.4.2.	Seek endorsement from the HOD after consultation.	Proposer
3.4.3.	Seek endorsement from the Dean of the Faculty	Head of Dept.
3.4.4.	Determine whether or not the new Course should be developed, having addressed the standards of the University College, with regards to (a) Uniqueness/Needs, (b) Viability and (c) Quality. If the Course is worth developing, advise Proposer to prepare the proposal and to write the Course outline.	Dean of Faculty
3.4.5.	- Prepare Proposal with justification, assessment requirements, resource analysis, course name and code, and the impact on other department (if any) etc.  - Develop the Course outline  - Submit the Proposal and Course outline along with all relevant documentation to the Head of Department	Proposer
3.4.6.	- Ensure that all requirements for submission have been met.  - Submit the Proposal and Course outline along with all relevant documentation to the Dean of the Faculty.	Head of Department
3.4.7.	- Review the Proposal and documents pertaining to the Course and ensure that all requirements for submission have been met.  - If the review is favourable and the submission requirements have been met, submit the Proposal with all the verifying documents to the Curriculum Unit through the VP Academic Affairs for review and endorsement.	Dean
3.4.8.	Review course outline and if the course does not meet the criterion, send back to the HOD through the Dean for the necessary revision; however, if the Course is worthy of endorsement advise Dean accordingly.	Curriculum Unit
3.4.9.	Review the course outline and online lessons to ensure appropriate instructional design principles are used and advise the course writers/converters through the HOD and Dean of appropriate changes based on approved standard and models for online delivery.	Online Learning Dept.

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| 3.4.10. Review the Proposal and if the Course is worthwhile and the proposal satisfies all the applicable criteria, make a recommendation to the Academic Board.         | Dean / Faculty Board |
| 3.4.11. Review the Proposal and if the Course is worthwhile and the proposal satisfies all the applicable criteria, approve the Course for implementation.               | Academic Board       |
| 3.4.12. Advise the Faculty in writing of the decision of the Academic Board, to offer the Course.  | Registrar            |
| 3.4.13. Submit to the Registrar the Course description, Code and sequence to be added to the list of courses offered by the University College and posted on its website | Dean                 |

#### **4. PROCESS FOR REVISION OF COURSES**

##### **4.1 MAJOR MODIFICATION OF AN EXISTING COURSE:**

Any course which undergoes revisions that involve change in the total number of credit points or course level or major changes in content is to be treated as a new course and therefore must be allocated a new course code.

The process involved in a major revision of a course is similar to the procedure for implementing a new Course. The proposal for the modification of an existing course should contain justification for the change(s)/modification(s). The proposal describing the change along with the course outlines should be reviewed by the Dean of the Faculty, the Curriculum Unit, the Faculty Board and the approval should come from the Academic Board.

The old course should be retained on the listing of courses offered by the Department so that students who had done the original course will have access to the content for transcript purposes.

Major reviews include:

- Four year review (may include adding/revising Student Learning Outcomes)
- substantive but not necessarily major changes to the structure of the course
- major changes in the scope of the course content, methods of instruction or methods of evaluation
- addition of distance education as an instructional methodology
- changes to any new prerequisites, co-requisites
- any amendments which would substantively affect the programme specification, module specification or course-specific regulations

## 4.2 PROCEDURE

	<b>Action</b>	<b>Action By</b>
4.2.1.	Initiation of the process for the revision of a Course	Lecturer(s) in the Dept. (Proposer)
4.2.2.	Seek endorsement from the Dean of the Faculty	Proposer
4.2.3.	Determine whether or not the Course should be revised, having addressed the standards of the University College, with regards to (a) Uniqueness/Needs, (b) Viability and (c) Quality.  If the Course is worth revising, advise Proposer to prepare the proposal.	Dean of Faculty
4.2.4.	- Prepare Proposal with justification for the changes/ modification and include the impact on other departments and/or resources etc.  - Modify the Course outline  - Submit the Proposal and modified Course outline along with all relevant documentation to the Head of Department	Proposer
4.2.5.	- Ensure that all requirements for submission have been met.  - Submit the Proposal and modified Course outline along with all relevant documentation to the Dean of the Faculty.	Head of Department
4.2.6.	- Review the Proposal and documents pertaining to the modified Course and ensure that all requirements for submission have been met.  - If the review is favourable and the submission requirements have been met, submit the Proposal and the modified course outline with all the verifying documents to the Curriculum Unit through the VP Academic Affairs for review and endorsement.	Dean
4.2.7.	Review modified course outline and if the course does not meet the criterion, send back to the HOD through the Dean for the necessary revision; however, if the Course is worthy of endorsement advise Dean accordingly.	Curriculum Unit
4.2.8.	Review modified course outline and online lessons to ensure appropriate online instructional design principles are adhered to. If lessons are not aligned to The Mico's approved standards, advise the HOD and Deans of the appropriate changes to be made. Once the changes are aligned to the online instructional standards advise the	Online Learning Dept.

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HOD and Dean of same.

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| 4.2.9.  | Review the Proposal and if the modified course is worthwhile and the proposal satisfies all the applicable criteria, make a recommendation to the Academic Board. | Dean/Faculty Board |
| 4.2.10. | Review the Proposal and if the modified course and proposal satisfy all the applicable criteria, approve the course for implementation.                           | Academic Board     |
| 4.2.11. | Advise the Faculty in writing of the decision of the Academic Board, to offer the Course.   | Registrar          |
| 4.2.12. | Advise the Registrar on the effective date for the implementation of the modified course.   | Dean               |

### **4.3 MINOR ADJUSTMENTS TO AN EXISTING COURSE**

Minor adjustments to course content should be submitted to the Dean through the Head of Department for submission to the relevant Faculty Board. These minor changes should be of no more than 20% of the course.

#### **Minor Adjustments**

Minor adjustments to course content should be submitted to the Dean through the Head of Department for approval.

These include:

- any change which may be seen as a small development to the existing approved course
- change in course name but with no substantive changes to course content or objectives
- change in textbook or materials;
- updating reading list
- addition or revision to course content that does not affect stated course objectives or learning outcomes;
- annual updates and developments to ensure the currency of course content
- changing the title of a unit
- minor revision of methods of instruction that do not change the overall way in which the course is taught
- minor revision to methods of evaluation
- minor changes in course assignments

Minor Adjustments can be approved and implemented at the Faculty Level.



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## **5. PROCESS FOR DISCONTINUATION/SUSPENSION**

A course may be discontinued if:

- it is no longer viable, and the University does not consider that the course is of strategic importance warranting its retention;
- it is to be replaced by another course, and that replacement has been approved.

The recommendation for the discontinuation / suspension of a course must have, input from staff members, especially those who teach the course; the support of the Dean of the Faculty; and must be discussed within the faculty at the Faculty Board Level. The recommendation for the discontinuation, of a course must be submitted to the Faculty Board as a proposal, with the necessary rational and supporting documents. The Faculty Board shall review the proposal and if supported, shall submit to the Academic Board. The discontinuation of any course must be approved by the Academic Board before students are formally notified of the discontinuation.

### **5.1 COMMUNICATION WITH STAKE-HOLDERS**

#### **a) Communication with Students**

##### **i) Students Enrolled in the Course**

Each student who is enrolled in a programme in which there is a course which is recommended for discontinuance must be advised in writing by the relevant Head of Department, of the decision of the University College's decision to discontinue the course. This advice should be provided as soon as possible after the decision has been made. If a replacement course is available, each student enrolled in a programme in which there is a course to be discontinued shall be given the option to transfer to another suitable course without significant disadvantage. Students who choose not to transfer to a replacement course shall be given reasonable opportunity to complete, within the Phasing-Out Period, the course in which they originally enrolled.

##### **ii) Students on Leave of Absence**

Each student on approved Leave of Absence should be advised by the Head of the relevant Department that the course in which they were originally enrolled will be discontinued. The student shall then be provided with the same opportunities as students who were enrolled at the time of the University's decision.

##### **iii) Length of Time to Complete Course or Major**

The length of time that the student has to complete the course being discontinued shall be determined by the Head of the relevant department, and shall take into account where the course falls for a student already enrolled in relation to the Phasing Out period or for students who have to re-sit the course. Students shall be advised by the Head of the relevant department, in writing, of their option with regards to the course to be discontinued.

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### **b) Communication with Staff**

Each member of staff in the School/Department must be advised by the relevant Head of Department of the recommendation to discontinue and request feedback within the stated timeframe prior to submitting the request to the relevant Faculty Board.

## **5.2 APPROVAL TO DISCONTINUE**

The Dean and VP Academics shall consider the rationale provided by the Faculty Board, and shall make a recommendation to the Academic Board to approve or reject the request. If the request is recommended for approval there will be agreement on dates for each stage of the discontinuation process on the advice from the school/department.

The Academic Board will consider the recommendations of the Dean and VP Academics and decide. The decision shall be communicated to the Dean by the Registrar.

## **5.3 STAGES OF DISCONTINUANCE**

Where it has been agreed to discontinue a course, the following two stage process will occur:

### **a) Phasing Out**

The maximum period shall be the normal duration of a full-time student or prorated for a part-time student. No new enrolments will be accepted during this phase. A re-enrolling student may enroll with the approval of the Head of the relevant department, subject to the probability of the student completing the course within the timeframe.

### **b) Discontinued**

The end of the phasing out period provided no students remain in the course.

Once a decision has been made to discontinue a course, this information should be uploaded to the University College's website. All relevant departments/units (e.g., Examinations, Transcript Section of Students Affairs) must also be informed. Information about the course(s) must be made available in the Students Handbook.

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## 5.4 PROCEDURE

	<b>Action</b>	<b>Action By</b>
5.4.1.	Determine whether or not a Course <ul style="list-style-type: none"> <li>- Remains viable and warrants retention</li> <li>- Can be replaced by another approved Course</li> </ul>	Lecturer(s) in the Department (Proposer)
5.4.2.	If the Course is no longer viable, nor of strategic importance and can be replaced by another approved Course. <ul style="list-style-type: none"> <li>- Draft proposal to recommend suspension / discontinuation of the Course, with rationale</li> <li>- Seek endorsement from the Dean of the Faculty through the Head of Department</li> </ul>	Proposer
5.4.3.	Investigate merits of recommendation and refer to Faculty Board as necessary.	Dean of Faculty
5.4.4.	Advise the staff in the School or Department of the recommendation to suspend / discontinue and seek feedback within the specified time for submission to the Faculty Board.	Head of Department
5.4.5.	Review proposal with supporting documents of rationale etc. and advise Academic Board as necessary indicating dates for each stage of the discontinuation process.	Faculty Board
5.4.6.	Review the Proposal, along with recommended dates, and if proposal satisfies all the applicable criteria, and the suggested dates are reasonable; approve the Course for suspension / discontinuation	Academic Board
5.4.7.	Advise the Faculty in writing of the decision of the Academic Board, to suspend / discontinue the Course with the dates	Registrar
5.4.8.	Advise in writing, students (a) currently enrolled in the Course, (b) on Leave of Absence <ul style="list-style-type: none"> <li>- of the University College's decision to suspend / discontinue the Course;</li> <li>- if a replacement course is being offered</li> <li>- the length of time each student has to complete the course being suspended/discontinued, taking into account re-sit periods.</li> </ul>	Head of Department
5.4.9.	Advise staff of the University College's decision to suspend / discontinue the course and details of the process.	Head of Department

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5.4.10. Advise all relevant departments/units (e.g. Examinations, Transcript Registrar  
Unit of Student Affairs, IT Department) of the University College's  
decision to suspend/discontinue the Course so that information can be  
duly recorded and uploaded to the University College's website.

5.4.11. Ensure that Head of Department

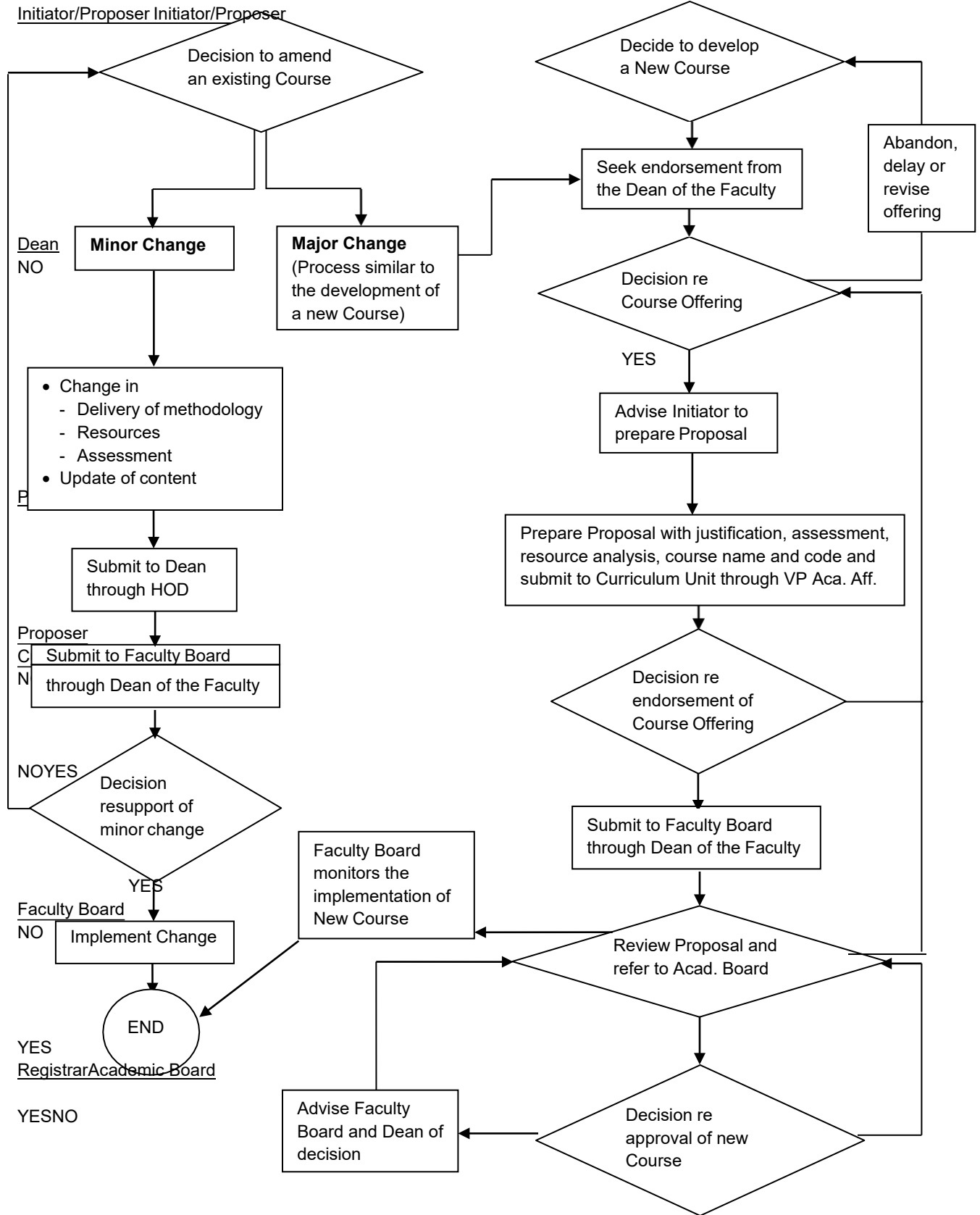
- Phase out period is the normal duration of a full-time student and that no new students are enrolled in Course
- Course is discontinued at the end of the Phase out period

## **6. REFERENCES**

This documents was drafted with reference to

- The Statutes and Ordinances of The Mico University College
- The Student's Handbook
- The Records Management Policy
- University Council of Jamaica (Policy on Substantive Change)

## HIGH LEVEL FLOW DIAGRAM TO DEVELOP A NEW COURSE OR TO CHANGE A COURSE



## HIGH LEVEL FLOW DIAGRAM TO SUSPEND OR DISCONTINUE A COURSE

