TERMS OF REFERENCE

FACULTY CURRICULUM DEVELOPMENT COMMITTEE

BHIKSU UNIVERSITY OF SRI LANKA

Objective

The Faculty Curriculum Development Committee (FCDC) is responsible for ensuring that curriculum development and reviews are consistent with approved processes and fully comply with educational policies.

By appointment, the committee reviews the curriculum for major or minor revisions in every 5-year interval, which is in the form of the addition of new credit courses and for major revisions to or deletions of existing credit courses. Furthermore, the revisions of policies and standard guidelines of the programme for obtaining the final approval from the Senate Standing Committee of the CQA, the University Curriculum Development Committee (UCDC), the Senate, the Council, and the relevant standing committee of the University Grants Commission (UGC) if required.

Organization

At each revision, in 5-year intervals, the Faculty Curriculum Development Committee will be appointed by the Faculty Board (FB), and the committee has the responsibility of follow-up the post-revisions till the appointment of the next committee. The committee operates as an in-house committee with the representation of permanent academics.

Committee Members

The committee members are nominated by the Faculty Board and appointed by the Senate. The composition of the Faculty Curriculum Development Committee is as follows.

Deans of the Faculties – The Senior Dean will be the Chairperson.

Heads of Departments.

One Coordinator from each Faculty for curriculum revision/development – Appoint by the Faculty Board and chair the meetings when necessary (when the Deans are absent) and the convener.

Three nominees, from each department in different areas of disciplines.

A secretary – Assistant Registrar (Student Services)

Invitees – In charge of the Computer Unit and Instructor of the ELTU.

The quorum of the committee is 50% of the total membership.

Duties and Responsibilities

- Conducting stakeholder surveys for evaluating the existing curriculum, with the assistance of the Internal Quality Assurance Cell of the faculty to identify the needs of the revision.

- Reviewing and adapting of new/amended policies or guidelines by the University Senate or by the UGC for implementation within the faculty curriculum at satisfactory standards.

- Revising the curriculum (minor or major changes), graduate profile, subject benchmarks, credit distribution, ILOs & lesson plans, and assessment procedures.

- Revisioning and amending of assessment and examination by-laws.

- Compiling the prospectus and obtaining necessary approvals.

- Revisiting the new curriculum regularly during the process of implementation and upon requests from respective departments of study. In such cases, committee submits a report to the Faculty Board for obtaining necessary approvals.

Meetings

- The committee meets frequently during the process of revising the curriculum.

- Whenever required, the committee meets quarterly for minor revisions as directed by the Faculty Board.
- The committee shall meet during the process of implementation as the need arises.
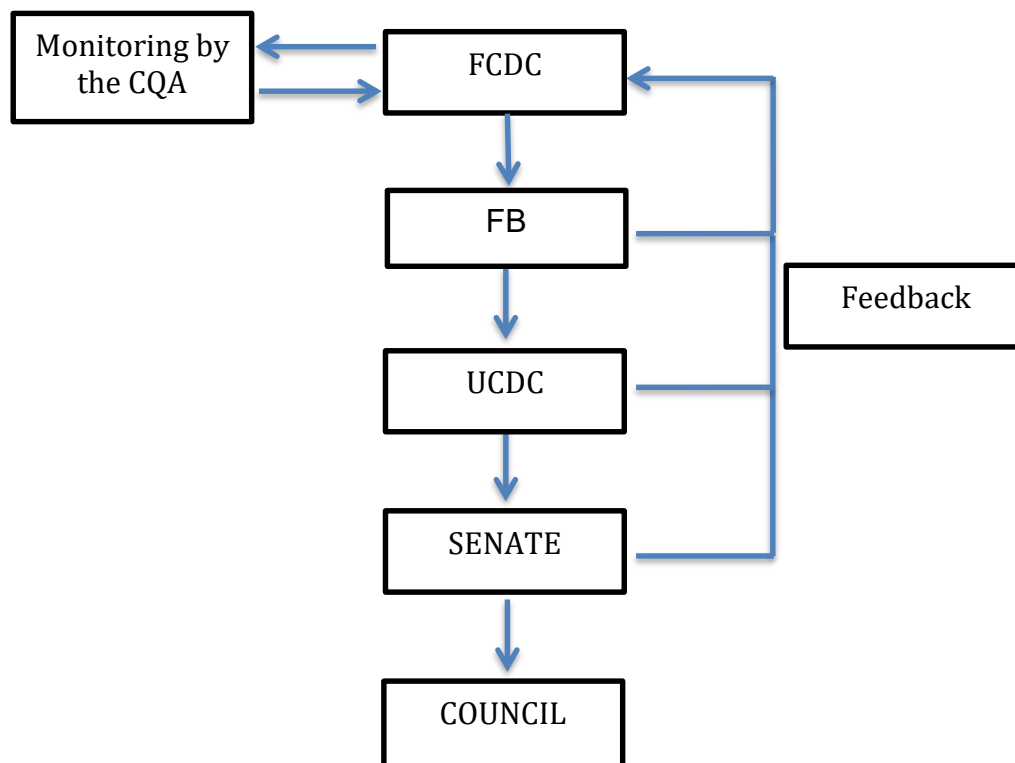
Agenda and Documents

The Coordinator is responsible for logging all course and programme proposal submissions. All decisions and final approved proposals are forwarded to the Faculty Curriculum Development Committee of the University with the recommendation of the Faculty Board. All UGC-authorized documents shall be used for the curriculum review and development process.

Appointing Sub-Committees and Consultants

The Faculty Curriculum Development Committee, as it deems necessary, may appoint sub-committees or consultants in order to fulfill its mandate approved by the Faculty Board.

Approval Procedure

The following schematic diagram shows the approval procedure for a study programme.

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