



## **Preamble**

Curriculum can be simply defined as a framework that sets expectations for student learning. It serves as a guide for lecturers that establishes standards for student performance and lecturer accountability. Reviewing and updating of the Curricula is the essential task of any vibrant university. There ought to be dynamic Curricula with necessary additions and favorable changes introduced into them from time to time by the respective faculty with a prime objective to maintain updated Curriculum and also providing therein inputs to take care of the ever increasing knowledge of the subject concerned. Revising and reforming the Curriculum should be a continuous process to provide an updated education to the students at large. Curriculum development is a step-by-step process used to create positive improvements in the courses offered in higher education which involves the implementation of different types of instructional strategies and organizational methods that are focused on achieving optimal student development and student learning outcomes.

To meet the need and requirement of the society and in order to enhance the quality and standards of education, updating and restructuring of the curriculum must continue as a perpetual process. Accordingly, the Curriculum Development and Evaluation Committee (CDEC) in the Faculty of Allied Health Sciences (FAHS), University of Ruhuna (UoR) was established in year 2018 with the aim of ensuring that FAHS curriculum development and review are consistent with approved processes and undertaken in full compliance with educational policies and regulations of the UoR, the Internal Quality Assurance Cell (IQAC), and the University Grant Commission (UGC). In this context, CDEC decided to adopt a pro-active role to facilitate necessary changes and to ensure that the faculty curricula are updated to provide a standard education throughout the country.

The CDEC receives curriculum suggestions/proposals for new undergraduate and postgraduate degree/diploma programme(s), undergraduate and postgraduate degree certificate course(s), credit or non-credit course unit(s) and for deletions or major revisions to existing/obsolete course units and completely revised or reformed Curricula & Guidelines.



Though, CDEC is supposed to review new and revised curricula of the degree programmes, the respective departments are allowed enough autonomy and freedom of action to develop programmes/course units according to specific needs. The recommendations of the CDEC are meant to reinforce their needs. These recommendations are made in a spirit of openness and continuous improvement.

The main purpose of the committee is to find strategies for the improvement of existing and new degree programmes. Also the committee promotes strategies for the improvement of teaching and learning in the Faculty, thus contributing to the overall mission of the Faculty and the University.

### **Functions of curriculum development and evaluation committee**

CDEC shall exercise, perform, and discharge the following powers, duties and responsibilities:

- Provides a broad common framework for exchange, mobility and free dialogue among the academic members pertaining to curricula and rules & regulations thereof, considering inputs from all stakeholders during design and development of the academic programs.
- Presents recommendations and reports of the Board of the Faculty of Allied Health Sciences (FB) and IQAC on all matters concerned with the curricula, teaching, and examinations of the degree programme(s)/diploma/certificate courses/ postgraduate certificate courses.
- Ensures that curriculum development and review are consistent with approved processes and undertaken in full compliance with University of Ruhuna (UoR) and UGC policies. Also that the AHS curricula are aligned with the vision of the University, mission of the FAHS, the latest Subject Benchmark Statements (SBS) in Allied Health Sciences, the competency descriptors of the Sri Lanka Qualification Framework (SLQF), as well as the standards set out by the respective Councils (CMCC, SLMC, SLNC).
- Reviews curricula and regulations thereof relating to degree/diploma/programme(s) certificate courses and examinations and submit such documents with recommendations to the IQAC for approval and submission to the FB, Senate and Council of the University for final approval.



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Upon the recommendation of CDEC, the Council may grant final, formal approval for Faculty curricula/revisions.

- Introduces and implement policies regarding curricular design, development and evaluation.
- Advises on curricula implementation and ongoing management of them.
- Oversees ongoing evaluations and revisions of the curricular content and design.
- Appoints external reviewers to review new and updated programmes/curricula/course units
- Considers and advises the FB on measures of the quality of teaching and learning in the Faculty and on student progression.
- Considers ways to enhance and improve the learning experiences of the students in the FAHS.
- Promotes debate and discussion within the Faculty on curriculum development through activities such as presentations, seminars and workshops on teaching, learning and assessment methods.
- Promotes academic skills development of the staff particularly with regard to teaching, learning and assessment methods.
- Brings student voice into the curriculum planning discussions recognizing the learner as its central focus.
- Ensures that whole process is in place for the IQAC to evaluate and monitor curriculum and improve the program design.
- Undertake curricula evaluations to determine whether or not the newly adopted curricula are producing the intended learning outcomes and the objectives that they have set forth.
- Monitors and reports back on student performance (analysis) periodically.
- Ensures that students receive the most effective and relevant curriculum for the practice of supportive health care services.
- Recommends to the FB any revisions necessary to the by-laws of the programmes.
- Recommends to the FB of schemes for the reorganization or restructuring of the existing CDEC.



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## Composition of the Curriculum Development and Evaluation Committee

The committee comprises the following members of the Faculty.

1. Dean (*ex-officio*)
2. Assistant Registrar (*ex officio*)
3. Chairperson IQAC (*ex officio*)
4. Heads of Departments (MLS/Nursing/Pharmacy/etc) (*ex officio*)
5. Chairperson (a member elected to serve as the chair in lieu of the Dean)
6. Convener (elected among members)
7. Faculty coordinator for English
8. Deputy Senior Student Counselor of the Faculty
9. A Member from each department (MLS/Nursing/Pharmacy/etc)
10. Academic councilors of the departments (if any)
11. A Student representative from each degree programme (MLS/Nursing/Pharmacy/etc)
12. One professor from each department (MLS/Nursing/Pharmacy/etc)
13. The CDEC may also invite suitably qualified Faculty Board or external university members to attend a specific meeting or to serve on a particular ad-hoc committee.

### Appointing members to the CDEC

#### Chairperson:

Chairperson will be appointed by the FB for three year period (only if the Dean is not presiding meetings).

#### Convener:

Convener will be appointed by the FB for three year period.

#### Committee members:

Committee members will be appointed by the FB for three year period.



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### **Student representatives**

Student representatives from the third year will be appointed by the committee members for one year based on the academic performance (cumulative GPA).

### **Frequency of meetings**

The Committee shall meet once in every month or as determined by the Dean if necessary (minimum of 10 meetings per calendar year). The meetings shall be called by the Convener after discussing with the Dean/Chairperson, five working days prior to the scheduled date. The quorum for a meeting of the CDEC shall be one third of the total membership.

### **Place and Time of Meetings**

Meetings shall be held at the Dean's office and during the office hours or at any other appropriate place and time convenient for the members to attend but may be held at any time in case of urgent circumstances through reliable virtual video and audio conferencing.

### **Responsibilities of the members**

#### **1. Chairperson**

- Chair all CDEC meetings.
- Contribute appropriate agenda items to the Committee.
- Review minutes taken by the committee convener, and obtain committee approval.
- Monitor follow-up of all committee decisions.
- Establish and maintain appropriate timetables for accomplishment of tasks.
- Orient new committee members.

#### **2. Convener**

- Convene the committee at the direction of the Dean/CDEC Chair.
- Prepare agendas for meetings.
- Support the Chair in ensuring the smooth functioning of the Committee.
- Ensure meetings are effectively organized and minutes are taken down.



**Terms of Reference (ToR)**

**Curriculum Development and Evaluation Committee**

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- Submit minutes to committee chair and other committee members for review and approval. Once approved, minutes should be sent to the Board of the FAHS.
  - Forward the documents submitted to the meetings to relevant bodies for necessary actions.
  - Communicate committee activities and decisions as appropriate.
  - Communicate concerns, follow up actions needed to the proposal designer/external reviewer.
  - Obtain from outgoing convener, maintain, and pass to incoming convener any committee documents.
  - Any additional roles as designated by the CDEC.

**3. Members**

- Attend at least 70% of the meetings.
- Submit agenda items to Chair/convener for meetings.
- Review all pre-circulated materials.
- Review and approve minutes from committee meetings.
- Participating in working groups, as required.
- Communicate committee activities and decisions as appropriate.
- Assume responsibility for certain activities as appropriate.

Any appointed member of the CDEC who fails to attend three consecutive meetings without leave of absence shall be deemed to have vacated his/her office as a member of the Committee. The FB shall appoint a person to fill the vacancy.

**Practices and Procedures of Curriculum Development and Evaluation Committee**

The committee will meet once in every month (minimum of 10 meetings per calendar year). During the committee meetings, the committee will discuss the following:



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**Curriculum Development and Evaluation Committee**

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- 1) Established curricula content and design
- 2) Developments for the existing curricula
- 3) Revision of the curricula content and design
- 4) Curricula evaluation strategies and results
- 5) Any written requests from the departments in the faculty or any other relevant matters in accordance with relevant policies: Policy on programme or curricula designing, approval, implementation, monitoring, reviewing and discontinuation, Policy on examination procedures.

The committee should keep minutes of its meetings and shall submit a copy to Assistant Registrar of FAHS for FB.

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