	Research and Extensions Directorate	
Curriculum coordinators Workshop Report on curriculum design and development	**Reference**	**F-3-8**
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Introduction:

The commission for university education planned to holder a two-day workshop at Astorian grand Hotel in Naivasha on November 29th and 30th to train curriculum coordinators from universities in Kenya on the design and development of the curricula offered at university level.

The workshop was opened by Mr. Musyoki on behalf of the Prof. Some the commission secretary/CEO at 8. 30 Am. At the start of the meeting the Mr. Musyoki pointed out that there was an increase in the number of programmes offered at the universities and there is need to change focus from increasing and enhancing access to enhancing quality. This call for the CUE to regulate quality of the programmes offered at the universities. The workshop was one of the main steps taken by CUE to start the process of regulating the Quality of academic programs. The CUE made a call to all universities to establish a curriculum development committee to spear head the reform in their respective universities. He also highlighted that the universities Act amendment bill 2015 mentions of the reinstatement of all program accreditation as a critical role of the CUE. As a result all programs from either private or public universities shall be accredited by the commission.

Mr. Musyoki also stressed that the commission is looking into how best accreditation of the programs can take a shorter time to allow implementation of the programs on time.

Justification

There is a need to design and develop curricular that meets the aspirations of the local and regional communities and that meets regulation standards set. During the development, wide consultations are necessary to ensure that the final document has inclusive views from all stakeholders. The Workshop aim was to build capacity among the select team from across the universities to spear head design and development of quality curriculum in their respective institutions.

Overall Objective of the Workshop

The workshop objectives were:-

i) Illustrate how the universities act, 2012 relates to the development of academic programmes
ii) Demonstrate an understanding of accreditation process by appropriately using the accreditation policies in the development of academic programmes;
iii) Analyze universities statistics in Kenya and their implications on programme development
iv) Discuss how national cohesion and integration values can be mainstreamed in university academic programmes

Participants

Workshop participants were curriculum coordinators from Public universities, Private Universities and University College. Other invited participants included a team from the National cohesion and integration commission.

Discussions

Day One: Monday 28th November 2016			
Session	Activities	Presenter	Discussions
One	Official opening	Joseph Musyoki	The workshop was officially opened by Mr. Musyoki on behalf of Prof. Some. He highlighted the objectives of the workshop and the possible ELOs
	The Universities Act	Isaac Gathirwa	Mr. Gathirwa discussed the universities Act at length and explain the following components - History - Areas of focus - Constitution, Act, policy, regulations and Guidelines - Functions of the commission - Objectives of the university education - Harmonizing education sector to the new constitution

	Mandate and Structure of the commission	Mr. Musyoki	Mr. Musyoki explained the current commission organization structure restructured in 2013. -The commissions currently have five divisions: accreditation, Quality Audits and Standards, Planning Research and Development, administration &Finance Division and Commission secretariat. -Functions of the commission:- Promote, Advice CS on policy relating to university education and others as highlighted in section 5 Mr. Musyoki also talked about University regulations and standards as detailed in the university standards and guidelines 2014
Two	Overview of accreditation	Joseph Musyoki	-This was highlighted as the public acceptance and confirmation evidenced by award of a charter, license or approval letters. -Highlighted both Program accreditation and institutional accreditation
	Programme standards	Prof. Marcella Mwaka	- Prof. Mwaka taught about Standards for an academic Program as detailed in the third schedule of the universities standard and guideline, 2014 - The program standards outlines the following and how they should be implemented:- - Structure of the academic programme - Nature of academic programme - Mode of Delivery - Management and administration of the academic Programme - Relevant resource materials - Prof. Mwaka also spoke on the standard s for Open, Distance And E-learning as detailed in the 4th schedule

			- The standard covers open, distance and e-learning offered by universities offered through the following modes: - Traditional distance education, E-learning, Blended Learning, Virtual education. - Schedule four describes scenarios of E-learning, Learning centers, Governance and administration, programme content, Learner support and communications.
Three	Universities Statistics in Kenya	Prof. Jackson Too	Prof. Too presented the university statistics 2016
	Curriculum design Process	Prof. Marcella Mwaka	-Prof Mwaka taught on curriculum design touching on various aspects of curriculum design - She focused on new curriculums and on revisions of existing curriculums. - Any curriculum revisions exceeding 30% change is treated as a new curriculum. -other topics covered are:-Challenges encountered during program design, Key influencers on curriculum design, what to consider during program design, Developing learner interactions/experiences and assessment tools ,trends that will shape development in the future

	Mainstreaming National Cohesion and integration in university academic programmes	Directorate of National Cohesion and Values	Mr. Michael Ndung'u the secretary national cohesion and values discussed on the role of higher education in the promotion of social cohesion. -The main agenda is to focus in sustainable development and on economic and social pillars as in the vision 2030 -He noted that academic is capable of building an intellectual basis upon which promotion of pluralistic cultures can be strengthened together. - He highlighted that university education correlates with variables of social correctness with variable of social connectedness, appreciation of diversity, civic participation and trust in social institution. - the directorate tabled a proposal for a curriculum to instill national cohesion and values among students for implementation by universities The curriculum covers National unity, concept of integration, values and Governance. The curriculum addresses social challenges
Day Two **Tuesday 29th November 2016**			
One	Process of programme accreditation	Dr. Peace Agufana	Dr. Agufana defined program accreditation as the process of evaluating curriculum for approval and licensing by the regulating body -He highlighted that CUE adopts a standard based approach to program accreditation and hence they check for conformance to requirements -the principles of program accreditation used by CUE includes:- External Quality, use of trained peer reviewers(3), respect for autonomy, no conflict of interest -it was highlighted as important to always have curriculum approved before mounting.

				- When submitting programmes for approval the following docs are required:-
				Properly designed curriculum, Commitment signed by VC, Need assessment report, Approval by regulating Body, Payment receipts, curriculum development policy
				-upon payment program evaluation begins by recruiting peer reviewers. Reviewers should not have in any way participated in the program development.
				- All reports are discussed in a panel who give the final marks on the curriculum. The rep0rt is communicated by the DCS accreditation to the institution.
				-The report may recommend
				i) Minor revamp-70% and above
				ii) Major Revamp-50%-69%
				iii) Re-design-50% and below require total overhaul. A redesign after a redesign must be paid for.
				-revamped documents must be submitted in five copies together with response documents. One reviewer is given the document to verify after corrections are made
				- After a minor revamp site inspection commences and the program is considered for full accreditation.
				-verification of academic resources is then done. An exit report is prepared and given to the institution indicating what the team will recommend to the commission.
				-CUE then holds a brief for adoption meetings comprising of Division of accreditation meeting, Top management meeting, QAC meetings and finally the full commission meeting which is held four times a year. The CUE meeting okays the CEO to license the program.
				-The Accreditation involves:- Checking and stamping copies

			by the DCS; signing copies by the CS or CEO; Forwarding copies to CUE Library and HOD program accreditation by DCS accreditation; forwarding copies to the university and entering the program to the CUE register.
Two	Component of a Curriculum	Leah Kaburu	The speaker highlighted the following components of a curricula as detailed in schedule three:- Title of the proposed program Philosophy of the program Rational of the program Goal of the program Expected Learning Outcomes of the program Mode of delivery of the programme Academic regulations for the proposed programme Management and administration of the programme Course units offered by the programme Duration and Structure of the programme Course Outlines Appendixes: - facilities, equipments and teaching materials, core text and journals, academic staff, curriculum development and review policy.
	Core Texts and further reading	William Mwangi	Mr. Mwangi discussed Information resources as detailed on the fifth schedule in the universities standards and guidelines, 2014. -Information resources should be:- Relevant and adequate in quality and quantity They should cater for users with special needs -a university should develop and implement a collection development policy and subscribe to an electronic information resource. - A library advisory committee should be able to advice the

			senate on all library matter.
			-The list of core texts and recommended further reading should be available, relevant and current and consist of local authors.
			-university should adopt an appropriate reference style and use it consistently.

Three	Accreditation instruments	Joseph Musyoki	The speaker highlighted the following
			-Instruments of accreditation:-
			   i) Charter
			   ii) LIA
			   iii) Mace
			   iv) Logo
			   v) Seal
			   vi) Accreditation report
			   vii) Approval proposal
			   viii)Letter of approval
			   ix) Certificate of operation
			   x) Approved curricula documents
			   xi) Certificate of collaboration
			   xii) Legal Order
			-Steps in accreditation:
			   i) Application or submission of proposal
			   ii) Evaluation documents
			   iii) Technical inspections
			   iv) Approval for charter/LIA or Campus
			   v) Grant of accreditation status

	Harmonized Programme standards	Prof. Ann Nangulu	-Harmonized standards is about quality focusing on both internal and external mechanisms. -concepts and background of minimum standards -Harmonized standard came up due to rapid expansion of

			university education in Kenya and the development of many academic programs
			-There was a lot of similarity in content but different names
			-CATS (credit accumulation and transfer system) were developed to allow students to transfer credit.
			UNESCO clusters were used to inform the CATS and the minimum standard.
			-All curriculums should be informed by the minimum standards which are continually being developed
	Way Forward	Joseph Musyoki	Several discussions arose during the workshop plenary sessions but CUE had the following to guide the way forward.
			-Curriculum approval duration will be regulated
			-Overstayed curriculum will be withdrawn and a fresh payment done
			-Professionalism and Integrity are key in the curriculum development process
			-Academic leaders should be permanent staff of the university and not outsourced from other universities.
			-CUE announced that they will be carrying out program audits, and admissions audit to verify that they are conducted according to the standards and guidelines.
			-CUE also emphasized that any submission to the CUE be made to the registry for easy follow-up.
			-Prof Nangulu also announced the CUE plan to withdraw bridging and pre university course offered at the universities in the country early 2017.
			-CUE emphasized on the importance of the universities to establish a curriculum committee whose mandate is to make sure curriculums are developed according to standards and

			guidelines provided by CUE and the professional bodies. -All universities are required to declare programs offered on ODEL -CUE also announced that credit transfers will not be allowed at postgraduate levels. -It was noted that integration index has been an area of concern in all universities and all the institutions will be expected to prepare a diversity statement on how they will take care of diversity issues -University should allow curriculums being developed to be shaped by future trends
	Official Closing	Joseph Musyoki	Mr. Musyoki closed the meeting on behalf of Prof. Some by awarding certificate of participation to the participants. He highlighted that such workshops will be held regularly to

Recommendations

i) Form a curriculum development committee to vet curriculums before sending them to the commission

ii) Appoint a curriculum coordinator who will coordinate the curriculum development process at the university and oversee design and development of quality curriculum

iii) The University should declare the programs offered on odel to the commission and ensure that these programs meet prescribed

iv) The University should Develop and implement a clear credit transfer system with clear progression requirements

v) The University should develop and implement a curriculum design and review policy.

vi) All departments should have all their activities guided by the university act and the universities standard and guidelines. If we can do this then all our challenges will be solved.

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