



MACHAKOS UNIVERSITY

CURRICULUM DEVELOPMENT POLICY

SEPTEMBER, 2023

APPROVAL

Policy Title: Curriculum Development Policy

Policy Contact: Deputy Vice Chancellor (Student Academic and Affairs)

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Approved by the University Council:

Sign: Date:

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Sign:  Date: 15/09/2023

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CHAIRMAN OF COUNCIL

FOREWORD

Machakos University has a strong background in recruiting high calibre academic staff and also capacity building among the existing staff. In this endeavour the University strives to equip its academic staff with skills and competencies that are necessary for curriculum development. The Curriculum Development policy aligns with the need to equip MksU staff with skills and competencies that facilitates the development of high quality curricula. In addition, the policy will also focus on development of University curriculum that addresses the immediate needs of the society and industry at large.

This Curriculum Development policy provides a framework for the MksU academic staff to uphold high standards as they develop new academic programmes. It outlines the various principles and procedures that guide both the curriculum development and review processes.

The development of this policy underscores the University's commitment to promote high standards in research, academic and scholarly work. The adherence to these policy guidelines by the MksU academic staff will guarantee timely and high quality learning programmes as stipulated in the University's Statutes and the Commission for University Education, guidelines of 2014. In addition, the policy will also accelerate the academic growth of the University academic staff.

PROF. JOYCE AGALO, PhD
VICE CHANCELLOR

UNIVERSITY FUNDAMENTAL STATEMENTS

VISION

Excellence in transformative scholarship and community service.

MISSION

To provide scholarship through teaching, training, research and innovation; and community service for sustainable industrial and socioeconomic transformation.

QUALITY POLICY STATEMENT

Machakos University is ISO 9001:2015 certified. The University Management shall ensure continuous review of quality objectives at all levels for continual improvement.

CORE VALUES

- i. **Creativity:** Using imagination and original ideas to create value for our customers.
- ii. **Agility:** Embracing urgency and flexibility in responding to customer demands.
- iii. **Meritocracy:** Promoting of merit-based services.
- iv. **Professionalism:** Commitment to high standards of training, research and service delivery.
- v. **Integrity:** Upholding honesty and high moral standards.
- vi. **Inclusivity:** Offering equitable access to opportunities and resources.

ABBREVIATIONS AND ACRONYMS

ASA	Academic and Students Affairs
BETA	Bottom-Up Economic Transformation Agenda
CBC	Competency Based Curriculum
CDP	Curriculum Development Policy
COD	Chairman of Department
CUE	Commission for University Education
DQA	Directorate of Quality Assurance
DVC	Deputy Vice Chancellor
MksU	Machakos University
SMA	Science Mathematics
SPH	Science Physics
TVETA	Technical and Vocational Education and Training ACT
VC	Vice Chancellor

DEFINITION OF TERMS

In this Policy, any word or expression to which a meaning has been assigned by the Universities' Act, 2012 (No. 42 of 2012) and other regulatory instruments as indicated below shall mean as outlined:

Academic Staff	Any person appointed to teach, train or to do research at a University and any other employee designated as such by the University Council.
Contact hour	A measure that represents an hour of scheduled instruction given to students. Each course entails 42 contact hours per semester.
Course unit	A single component of a programme e.g. SMA 260 in Mathematics or SPH 201 in a Physics Unit. At MksU Courses shall be offered in terms of course units, one course unit being defined as a series of 42 contact hours.
Credit hour	The unit of measuring educational credit, usually based on the number of classroom hours per week throughout a semester. MksU's semester has a length of 16 weeks, therefore a unit of credit is equated to three hours of student work per week.
Curriculum	An organized programme of study for a given degree, diploma or certificate awards incorporating all matters such as academic staff requirement, duration of academic programme, admission requirements, programme content requirement and assessment process requirement.
Dean	The head of a school within the University appointed from time to time within the Statutes of the University.
Department	A Department which for administrative purposes has been designated by the Council as being constituted within a particular School, Institute or in administration for non-academic.
Lecture hour	A period of time equivalent to one hour and representing one such continuous hour in lecture form, two in a

tutorial or open learning session, three in a laboratory practical or practicum session and five in farm or similar practice.

Lecturer	A member of staff of the University who is in terms of appointment, a Professor, an Associate Professor, Senior Lecturer, Lecturer, Tutorial Fellow, or a person who holds any other teaching post which the Council has recognized as a post having academic status in the University.
Master's Project	A research project that will be undertaken by students doing their master's programme by projects and shall be equivalent to 4 credit hours.
Master's Thesis	A research thesis that will be undertaken by students doing their master's programme by thesis and shall be equivalent to 8 credit hours.
PhD Thesis	A research thesis that will be undertaken by students doing their PhD programme by thesis and shall be equivalent to 15 credit hours.
Programme of Study	The prescribed syllabus that students must be taught at each key stage.
Registrar	A person of the University appointed in accordance with the MksU Charter and the University Statutes.
School	A faculty or a cluster of Departments specializing in a particular subject area.
Senate	the Senate of the University.
Statutes	Statutes of the University developed by the Council under Section 23 of the University Act.
Student	A person registered by the University for the purpose of obtaining a qualification of the University or any other person who is determined by the Senate to be a student.

Supervisor	A University lecturer duly appointed formally with the task of overseeing the work of a student. This can be overseeing and guiding in writing a proposal, project report, thesis, dissertation or any other University acknowledged document.
University	Machakos University as expressed by the University Statutes and the University Charter.

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INTRODUCTION

1.1 PREAMBLE

Globally, there has been tremendous growth in university education. This expansion has been confounded by a variety of challenges and in particular the development of relevant university curricula that address the emerging needs in the society. Among these challenges, the speedy development of the university curriculum by the Kenyan universities has significantly affected the quality of their graduates. In addition, this has raised many concerns of ethical practices and integrity at the university level.

In order to address the challenges highlighted above, Machakos University is committed to excellence in all its academic endeavours. The University therefore aims at ensuring high standards in the provision of higher education by providing the relevant training materials and development of the Curriculum Development Policy among others.

The Policy therefore mitigates the challenges encountered in curriculum development by providing the MksU academic staff with the basic principles and regulations for developing an academic program. Similarly, this policy provides the academic staff with a general layout of a university curriculum. As such, MksU academic staff have a responsibility to maintain high standards in their research and academic work by avoiding the mounting of sub-standard training curriculum.

The Chairpersons of Departments, Deans and Registrar (ASA) are therefore encouraged to sensitize their staff on the benefits of conforming to the set guidelines. Similarly, the University Curriculum Development Committee should spearhead the dissemination of the information in this policy. The implementation of this policy is guided by the legal documents in section 1.5

1.2 RATIONALE

Since 2016, when Machakos University was awarded a Charter, several programmes have been developed and mounted. The standards and quality of such programmes should be guaranteed and aligned to the University's niche.

Regrettably, there are a few cases of the developed programmes that fall short of the set standards by the regulatory body; Commission for University Education. Some academic staff and other visiting scholars have been requesting to be

equipped with knowledge and skills on both curriculum development and review processes.

This policy will therefore bridge this desire by providing information on how to develop or review a curriculum.

OBJECTIVES OF THE POLICY

The objectives of this policy are to:

- a) Guide the MksU community on various aspects of curriculum design and development.
- b) Promote good practices in university curriculum development and
- c) Provide a framework for developing academic programmes at Machakos University.

1.3 SCOPE OF THE POLICY

This policy shall apply to:

- a) The development and review of academic programmes at the university and
- b) All academic staff, visiting scholars and, Departments and Schools in MksU

1.4 LEGAL AND POLICY FRAMEWORK

The Curriculum Development Policy shall be administered in compliance with:

- a) The Constitution of Kenya, 2010
- b) The Basic Education Act, 2013
- c) The Universities Act, No. 42, 2012
- d) The CUE Guidelines for Designing Curriculum for University Academic Programmes, 2014
- e) Machakos University Statutes, 2019
- f) TVETA Act, 2013
- g) The Basic Education Curriculum Framework, 2017
- h) The Report of the Presidential Working Party on Education Reform, 2023
- i) The National Government Bottom-Up Economic Transformation Agenda (BETA), 2022
- j) Other MksU Policies

1.5 POLICY AREAS

The policy covers the following areas;

1.6. 1 PROCEDURE FOR DEVELOPING A CURRICULUM

Machakos University shall use the procedure below to develop a new curriculum:

- Department Level** Any member of the Department can initiate the development of a new curriculum by conducting a situational analysis or adopting policy directions by the Ministry of Education and thereafter forward it to the Departmental Board for discussion and formulation of the curriculum. The COD shall forward the curriculum to the Dean of the School;
- School Level:** The Dean of the School will then convene a School Board meeting to discuss and recommend the curriculum for interrogation by stakeholders;
- Stakeholders' Involvement:** The School shall present the curriculum to stakeholders to establish its suitability, relevance, applicability and market demand. The contributions of stakeholders shall be used to improve the curriculum. After factoring the input from Stakeholders, the Dean of the School shall forward the curriculum to the Directorate of Quality Assurance(DQA);
- Quality Assurance Checks:** The curriculum shall be evaluated by the Directorate of Quality Assurance to ensure that it conforms to the CUE guidelines, 2014 and other regulatory bodies. After clearance by DQA, the Dean shall forward the curriculum to the Deans' Committee for deliberations and recommendation for approval;
- Deans Committee:** The Dean of the School presents the curriculum for discussion. Thereafter, the Dean's Committee recommends it for further deliberations and approval by the Senate. The DVC (ASA) shall forward the curriculum to Senate for deliberation and approval and;
- Senate Level:** The curriculum is deliberated, cleared and approved before it is submitted to CUE.

1.6.2 PROCEDURE FOR REVIEWING A CURRICULUM

Machakos University shall use the procedure below to review any curriculum:

- Department Level:** A review of an existing curriculum shall be initiated by member of the academic staff through conducting a situational analysis or adopting policy directions by the Ministry of Education. Thereafter, the suggestion shall be forwarded to the Departmental Board for discussion and

- incorporation in the curriculum. The COD shall forward the curriculum to the Dean of the School;
- School Level:** The Dean of the School will then convene a School Board meeting to discuss and recommend the review of the curriculum;
- Stakeholders' Involvement:** The School shall present the reviewed curriculum to stakeholders to establish its suitability, relevance, applicability and market demand. The contributions of stakeholders shall be used to improve the reviewed curriculum. After factoring the input from the Stakeholders, the Dean of the School shall forward the reviewed curriculum to the Directorate of Quality Assurance(DQA);
- Quality Assurance Checks:** The reviewed curriculum shall be evaluated by the Directorate of Quality Assurance to ensure that it conforms to the CUE guidelines, 2014 and other regulatory bodies. After clearance by DQA, the Dean of the School shall forward the reviewed curriculum to the Deans' Committee for deliberations and recommendation for approval;
- Deans Committee:** The Dean of the School presents the reviewed curriculum for discussion. Thereafter, the Deans' Committee recommends it for further deliberations and approval by the Senate. The DVC (ASA) shall forward the reviewed curriculum to Senate for deliberation and approval and;
- Senate Level:** The reviewed curriculum is deliberated, cleared and approved for use as per the CUE guidelines. All changes below 30% shall be done and approved by the senate and forwarded to CUE for documentation.

1.6.3 STRUCTURE OF UNIVERSITY CURRICULUM

The structure of the MksU curriculum shall adopt the CUE format as in Appendix II.

1.6 POLICY IMPLEMENTATION

The DVC (ASA) shall ensure effective implementation of the Curriculum Development Policy in collaboration with the Quality Assurance Committee.

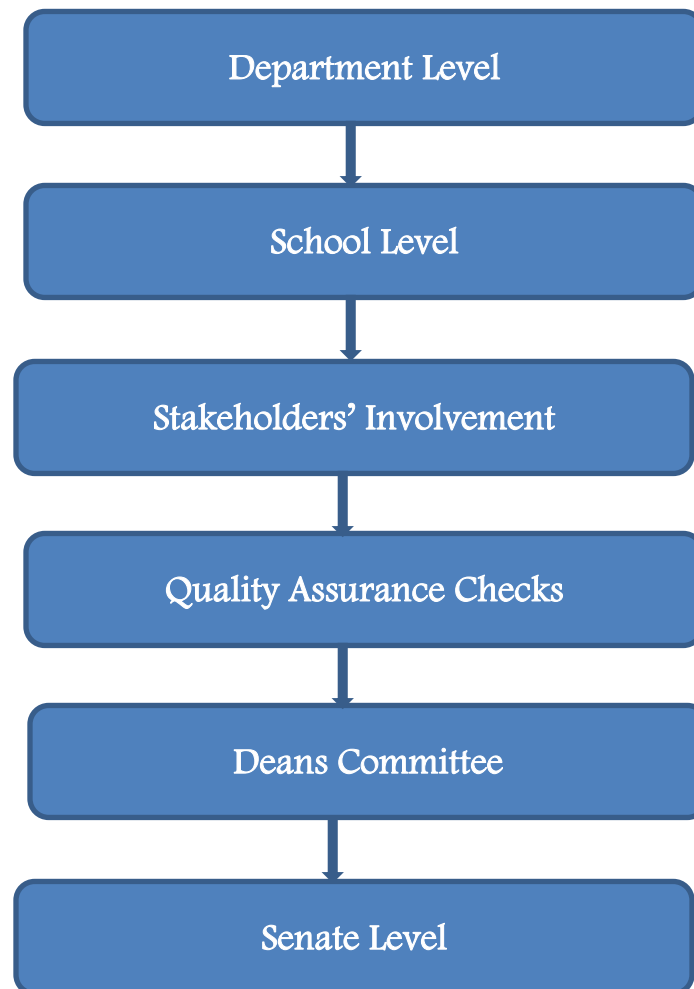
1.7 POLICY MONITORING AND EVALUATION

The University Directorate of Quality Assurance shall ensure quality control in the implementation process of the policy in line with the University Statutes and other policies. The curriculum should be monitored every four (4) months.

1.8 REVIEW OF THE POLICY

This policy shall be reviewed after every five (5) years or as need arises.

APPENDIX I: PROCESS MAP FOR DEVELOPING OR REVIEWING MksU CURRICULUM



APPENDIX II: STRUCTURE OF UNIVERSITY CURRICULUM

1.0 The General Format for MksU Curriculum shall be:

- 1.1 Vision and Mission of MksU
- 1.2 Philosophy of the MksU
- 1.3 University Admission Requirements
 - 1.3.1 Minimum university entrance requirements;
 - 1.3.2 Other admission requirements (where applicable);
 - 1.3.3 Procedure of application for admission to MksU
- 1.4 Academic Resources
 - 1.4.1 Facilities and Equipment
 - 1.4.2 Reference materials
 - 1.4.3 Academic Staff
- 1.5 Programmes Offered by the MksU
 - 1.5.1 List of all academic programmes offered in the institution
 - 1.5.2 Duration of each programme indicating total lecture/instructional hours required for graduation.
 - 1.5.3 Definitions of: a) Credit hours b) Lecture /Instructional hours c) Contact hours d) Course units.
 - 1.5.4 Academic organization of the programmes reflecting academic quarters/trimesters/semesters

2.0 The Curriculum

- 2.1 Title of the Proposed Programme
- 2.2. Philosophy of the Programme
- 2.3. Rationale of the Programme
 - 2.3.1 Needs assessment/market survey/situation analysis;
 - 2.3.2 Stakeholders Involvement; and
 - 2.3.3 Justification of the need for the programme.
- 2.4 Goal of the Programme
- 2.5. Expected Learning Outcomes of the programme
- 2.6 Mode of Delivery of the Programme
- 2.7 Academic Regulations for the Proposed Programme
 - 2.7.1 Admission Requirements for the Proposed Programme
 - 2.7.2 Regulations on Credit Transfer in a programme
 - 2.7.3 Course Requirements
 - 2.7.4 Student Assessment Policy/Criteria
 - 2.7.5 Grading System

- 2.7.6 Examination Regulations
- 2.7.7 Moderation of Examinations
- 2.7.8 Graduation Requirements
- 2.7.9 Classification of Degrees
- 2.7.10 Description of Thesis/Dissertation/Project (as applicable)
- 2.8 Course Evaluation
- 2.9 Management and Administration of the Programme
- 2.10 Courses /Units Offered for the Programme
 - 2.10.1 A distribution table
 - 2.10.2 A matrix
 - 2.10.3 A list of MksU' common courses, core courses of the programme, Specialization/option area courses and electives
 - 2.10.4 A list of the programme's courses to be taken by the students by quarter/trimester/semester per subject /discipline
 - 2.10.5 Total credit hours, lecture hours, contact hours and course units required for graduation
- 2.11. Duration and Structure of the Programme

3.0 Course Outlines

- 3.1 Title of the course
- 3.2 Purpose of the course
- 3.3 Expected Learning Outcomes of the Course
- 3.4 Course Content
- 3.5 Mode of Delivery
- 3.6 Instructional Materials and/or Equipment
- 3.7 Course Assessment
- 3.8 Core Reading Materials for the Course
- 3.9 Recommended Reference Materials

4.0 Appendices

- 4.1 Appendix I: Facilities
- 4.2 Appendix II: Equipment and Teaching Materials
- 4.3 Appendix III: Core -Texts and Journals
- 4.4 Appendix IV: Academic Staff
- 4.5 Appendix V: University Policy on Curriculum Development
- 4.6 Appendix VI: Stakeholders Engagement