

## Policy and Procedure on Program Development's Mechanism

Policy Owner	University President
Policy Author	University Council
Version	V 2.0
Issuing Authority	University President
Document Date	30-JAN-2023
Last Modified/Revised	04-NOV-2019
Circulation	All Deans, All Faculty
Effective Date	31-JAN-2023
History	The policy was reviewed and updated by the University-Council on 30 <sup>th</sup> Jan 2023.

## **Policy and Procedure on Program Development's Mechanism**

### **Executive Summary**

The University's procedures for the design and approval of new programs applied to assure that MOHE, NQF and NCAAA academic standards are implemented and maintained. The University's procedure will ensure that consideration is given to the availability of resources, the coherence and academic standard of constituent courses, and the standard and appropriateness of awards offered based on NQF and MOHE regulation once completion of the proposed program. This procedure aim to ensure that there is careful consideration of the relevance of programs for potential students, compatibility with other programs offered by YU. Another objective of this procedure is to avoid duplication in the courses and the intended learning outcomes; It is highly recommended that the proposers to search all courses offered in YU by searching the data base of the course specifications not only inside the college but also within other colleges before devising a new proposal, in order to ascertain whether relevant courses already exist elsewhere in the University. This may present opportunities for cross/ College or shared teaching and avoid duplication of provision.

### **Program Development Policy**

All new programs in YU must be aligned with the mission of the University and the college in terms of content, design and expected outcomes and within the requirements of NQF. The planning for the development of a new program is based on the needs of the community.

## **Part One**

### **Mechanism to develop and approve a new program or change an existing program.**

#### Stage 1

**a) Preliminary Preparation: Scanning and benchmarking with other local and international universities.**

The components of the preliminary reports are:

- 1-Program title and code
- 2-Mission and Vision of the program
- 3-Award granted on completion of the program
- 4-Program Objectives
- 5-Development of Learning Outcomes in Domains of Learning
- 6-Graduate Characteristics
- 7-Total credit hours needed for completion of the program
- 8-Admission Requirements for the program

**b) Identifying Job Market and Community needs**

- 1-Identify the target job market.
- 2-Surveying the employer to explore the characteristics of the graduates.
- 3-Student Characteristics based on NQF.
- 4-Identify two benchmark program from an accredited university.

#### Stage 2

**Information Analyses**

- 1-Design Course learning outcomes matrix based on NQF.
- 2-Prepare Program outcomes matrix.

#### Stage 3

**Final Design of the Study Plan**

- 1-Prepare the study plan for the program.
- 2-Identify courses and field experience required to develop the student' skills.
- 3-Prepare Program Specifications based on NCAAA's template including field experience specification.
- 4-Prepare Course descriptions including field experience.
- 5-Final review by the department/ program
- 6-Review of the Study plan, Program Specification, and course Specifications by external assessor.
- 7-Approval of the study plan by the Department/ program after the recommendations received from the external assessor.

#### Stage 4

##### **Administration and Approval Arrangements**

- 1-Completing all template and forms using NCAAA form and templates.
- 2-A written approval from the department/ program.
- 3-Review Report by the Curriculum Committee and the Quality Committee in the College.
- 4-Approval from the College Council.
- 5-Approval from the Quality Assurance department (QA Dept.).

#### Stage 5

Approval from University Council then Ministry of Higher Education (MOHE)

#### Stage 6

##### **Program assessment**

The program will be continuously assessed and on annual basis using the followings:

- 1-Annual Program Report.
- 2-Course Reports.
- 3-Field Experience Reports.
- 4-Course Evaluation Surveys, Program Evaluation Surveys, Student Experience Evaluation Surveys, Alumni Surveys and Employer Surveys.
- 5-Internal and external reviewers.
- 6-Any assessment occurred in the program like international or local accreditation.
- 7-Every five years, the program will be reviewed as part of program accreditation.



## **Part Two**

### **Program Development Procedure**

1. For every proposed new program, a Team Leader will be appointed by the Dean or the Vice President if the program will be offered in new college.
2. The Vice President/ Dean will consider the proposal for a new program within the college to regulate its viability and whether it is in line with the University's mission and University's Strategic Plan. This needs to be undertaken on advice of the Dean assisted by the Team Leader. Sufficient evidences, as a Report, must be submitted to the Vice President for consideration. The report should include a brief discussion of the rationale for the proposed program, the structure of the proposed program, a Business Plan, and information on market research and expected enrolment numbers. If the Vice President approves the new program proposal, the Dean then initiates the formal planning process for a new program and a team will be established as "New Program Development Committee."
3. New Program Development Committee will consist of:
  - 3.1. the Team Leader as Chair:
  - 3.2. at least one external member, as an employer representatives.
  - 3.3. at least one member of Curriculum Committee from the College.
  - 3.4. one person from each college which may be involved in the program,
  - 3.5. one person from University Administrative Staff.
4. The Team Leader recommends planning timetable for the planning process and the membership of the New Program Development Committee to the Dean/ Vice President.
5. A first draft of the program proposal, together with proof of the Vice President's approval for the planning process must be submitted to the Department & College Council Meeting for discussion. The draft proposal must include the following
  - 5.1. Environmental scanning for the program, cost analyses and need analyses are main components for the environmental scanning.
  - 5.2. Sufficient evidences that the Program's mission is aligned with University's mission and college's mission.
6. The College Curriculum committee will receive the proposal after the recommendation from college council; the curriculum committee will investigate the appropriateness of the Program Objectives and the student learning outcomes. The Curriculum Committee will assist the New Program Development Team in the development of the program objectives, graduate profile, and teaching methods.

7. The new Program Development Team will prepare program specifications along with the proposal and the Vice President's approval to be sent to external university for review and recommendation.
8. If the proposed program is deemed unacceptable based on the Reviewer's Report and Internal Responses from the Department/ College and Dean or the Vice President, the proposal either returns to the Team Leader for changes or does not move forward.
9. The final program proposal, including the completed Program Specification, Program Documentation, course description and report from the external university together with any supporting documentation, will be submitted to the Department Council, then College Council presented by the Dean, and then Vice President for approval before submitting to University Council for Approval.
10. The following matters must be considered as part of the program planning process and included in the program documentation which is submitted as part of any program proposal.
  - 10.1. The rationale for the new program and its relationship to the College and University Strategic Plan.
  - 10.2. The requirements of NQF and NCAAA.
  - 10.3. Faculty Members Recruitment plan and other administrative staff for the new program.
  - 10.4. Evaluation of the program by external university, industry and/or professional body representatives.
  - 10.5. Details of the attributes of the graduates of the program.
  - 10.6. How the courses included in the program contribute to the program's objectives.
  - 10.7. The structure of the program including :
 

The sequence of courses; Degree or Honors; majors; concentrations; tracks; core courses; and elective courses. The mode(s) of delivery of the program. If it is not in the main campus, campuses and locations where the program will be offered. Any proposed articulation and credit transfer arrangements. The costs involved in mounting and running the program (including a Business Plan)

Whether the program and courses can be supported within the existing learning resources, library and ITD budgets or the colleges are intending to contribute funding.

Entry requirements including any special selection procedures and how students with special needs will be accommodated
11. After Approval from University Council, the proposal along with all supporting documents stated above, will be submitted to the Board of Trustee (BoT)
12. Upon the approval from BOT, the proposal will be sent to MOHE for the Final approval.

## Part Three

### Templates and Attachments

#### Appendix 1

Application to Develop New Program or Modify continuing Program

College: \_\_\_\_\_

Department: \_\_\_\_\_

Program Title and code: \_\_\_\_\_

Total credit hours needed for completion of the program: \_\_\_\_\_

Award granted on completion of the program: \_\_\_\_\_

Major tracks/ pathways or specializations within the program: \_\_\_\_\_

New program planned starting date: \_\_\_\_\_

Rationalism and Justification for the proposal (If more space is needed, kindly, use attachment)

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Name of Proposer (Team Leader) :.....

Position:.....

Signature:.....

Date:.....



Curriculum Committee Recommendation

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Department Council Recommendation

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College Council Recommendation

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<b>Department Head</b>		<b>Dean</b>	
<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	
<p>Department Head: .....</p> <p>Name: .....</p> <p>Signature: .....</p> <p>Date: .....</p>			



## Appendix (2)

### New Program Development Committee Structure

Team Leader's Name: .....

Position: .....

( Attached updated C.V; attached evidence from the Vice President

ApprovalTemplate (1) )

Employer Representative

Name: .....

Company....

Position... ..

Contact Information: .....

Curriculum Committee Representative.....

(1) Representative from another College .....

(2) Representative from another College.....

(3) Representative from another College .....

(4) Representative from another College .....

One Representative from University Administrative.....

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Position.....

Department.....

**Proposal Template**

**(a) General Information**

College.....  
Department.....  
Program Title and code .....  
Total credit hours needed for completion of the program .....  
Award granted on completion of the program.....  
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Major Tracks or Path .....  
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Professions/ occupations for which students are prepared  
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**(b) Rationalism and Purposes of the New Program**

- The relationship to the College and YU strategic Plan

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Economical Reason

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Social or Culture Reason

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Other Reason, Please justify  
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(c) Program Mission

Program Mission Statement  
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Process for developing the mission  
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Relationship to the College's mission and the University's mission  
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Dean

Vice President Approval

Name.....

Name.....

Signature.....

Signature.....

Date.....

Date.....



Appendix ( 4 )

*Insert the Program specification document in the latest NCAAAA template*

## Appendix (5) Benchmarking Program Templates

Benchmarked Program Title•.....

Program Identification and location:

University.....

College: .....

Location: .....

Date and Time of Collecting Information.....

Source of Information..... (Attached as evidences)

Reasons or Justification to choose this program for Benchmarking:

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### Comparison Table

	YU's Proposed Program	Benchmarked Program
Mission		
Program Objectives		
Learning Outcomes		
Award/ Certificate		
Number of Credit Hours		

Learning Outcomes	NQF	Proposed Program	Benchmarked Program	Remarks / Comments
Knowledge Facts Concepts, theories Procedures				
Cognitive Skills Apply skills when asked Creative thinking and problem solving				
Values				
Responsibility for own learning				
Group participation and leadership				
Act responsibly in personal and professional situations				
Ethical standards of behaviour				
Oral and written communication				
Basic maths and statistics				

Explanation for meeting the NQF.....

Appendix (8)

External/ Independent Assessment for the Proposed Program  
The external assessment or the independent evaluation for the  
proposed program based on the NQF criteria.

Institute Name: .....  
College: .....  
Position(s): .....  
Location of the institute.....  
Contact Details.....

Summary:

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Name: .....

Signature: .....

Date: .....

New Program Development Committee (Team Leader):

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Signature: .....

Date: .....



**Appendix (9)**

## Resources Planning

Resources	Actual need	Available	Required
Teaching Staff no.			
Technicians			
Administrative Staff			
General Lab			
Specialized Lab			
Books, Journal and Publications			

**Appendix (10)**

## Department, College and University Council Approval

(i) Approval of Department council Minute of Meeting #\_\_\_\_\_on the suggested study plane in\_\_\_\_\_ dated \_\_\_\_\_recommendation report from the New Program Development Committee's Report #\_\_\_\_\_

(ii) Approval of College Council's on the suggested Program Proposal

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for the of department of \_\_\_\_\_ in      dated \_\_\_\_\_ of the approval from  
Department Council number—

College Dean:

Signature

Date

Approval of University Vice president on the College Council----- **Number-----**  
date

Name.....      Signature Date

Approval of University President as chair of University Council

Name.....      Signature

Date

### Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

### Authorization

This policy was authorized by:

  
\_\_\_\_\_  
University President Date

31-1-2023