CASP010- ACADEMIC PROGRAM DEVELOPMENT AND REVIEW POLICY

STATUS	☑	New Policy
	☐	Continuation of Existing Policy
	☐	Revised Policy
SCOPE	☑	All CAS
	☐	Some CAS (………………………………………...…………)
	☐	One CAS (……………………………….……………...……)
TARGET AUDIENCE	☑	Staff: ☐ All ☑ Academic staff ☐ Non-academic staff
	☐	Students: ☐ All levels ☐ UG ☐ PG
		☐ All specialisations ☐ Some (………………………….)

1   Rationale and Purpose

A program review is integral to program assessment and the academic planning process. The program review is intended to identify strengths and weaknesses in a program, leading to overall improvement the quality of the academic programs offered by CAS. It is also intended to provide an organized opportunity for faculty to reflect on educational practices and review the role of their program in the context of the college and the wider community. During the review process, external academic teams discuss departmental plans for the future including departmental goals and strategies to achieve those goals.

This policy provides a framework for program development and review. It outlines the processes to be adopted to ensure that the programs offered met the requirements and enable students to acquire the competencies associated with their field of study.

2   Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Academic Department	The Department at the DG CAS responsible for looking after the various administrative and academic aspects of the CAS degree programs
Course Level	This indicates the level at which a course will be offered, such as Level 1000 (e.g., BUSN1400), Level 2000 (e.g., ENGL2255), etc.
Course Outline	A basic description of a course including the learning outcomes, list of topics to be covered, the assessment regime, and some details of faculty involved in the course delivery.
Credit Hour	A quantitative measurement of time assigned for the study of a course

Course Code	An encrypted combination of letters and numbers used to describe a course.
Degree Plan	A group of courses that grants the student an academic degree if he/she passes successfully
Major	A student's principal subject or course of study (Oxford Dictionary, 2014), such as Networking and Security.
Pre-requisite	A course that must passed before taking advanced/upper-level courses
Program	The Degree Program that a student pursues at the Colleges of Applied Sciences, Ministry of Higher Education, Sultanate of Oman.
Program Director	Program leader for the CAS programs appointed by Her Excellency, the Minister of Higher Education, on the recommendation of the Director General (DG) of the Colleges of Applied Sciences (CAS).
Specialization	Concentration in a particular subject (Oxford Dictionary, 2014), such as Tourism, Hospitality and International Business Administration.
Study Plan	A group of courses that regular students should enrol every semester of a particular Program.
System-Wide Coordinator	(SWC) A faculty member appointed by the Program Director (PD) to oversee all aspects of course delivery in all CAS

3   Policy Content and Principles

The guidelines outlined here provide an orderly approach to the minor and major revisions of existing courses and programs.

3.1   The scope of program review includes both minor and major reviews as specified in Appendix …

3.2   CAS adopts different paths for the approval of minor and major program reviews (Appendix).

3.3   Program reviews take place on a regular basis at intervals stipulated in CAS directions. A review may also be initiated outside the determined schedule if there is sufficient credible evidence that the program is not likely to achieve its intended objectives.

3.4   The PDs and faculty provide leadership over matters pertaining to the curriculum on the CAS program where they serve. The PD shall review all requests to create, revise, or eliminate undergraduate courses to ensure that all offerings meet the academic expectations of the CAS.

3.5   Only when a course is considered academically sound and formally approved will it be passed to the respective academic department for planning, implementation and monitoring in collaboration with PD.

3.6 Students have the right to timely notice of all changes to courses. In the case of a major change, the students concerned should be given the option of completing their degree under either the original conditions or the new ones.

4 Legislative Compliance

- Executive By-Law of Royal Decree 62/2007

- Academic Regulations

5 References

- Academic Regulations Handbook

- Executive By-Law of Royal Decree 62/2007

- Template for Introducing New Program or Major, Ministry of Higher Education, Sultanate of Oman

6 Appendices

7. Approval Agency: Board of Trustees (CAS)

8. Approval Dates

This policy was originally approved on: [   ]
This version was approved on: [   ]
This version takes effect from: [   ]
This policy will be reviewed by: [   ]

9. Policy Sponsor: Director General of CAS

10. Contact: Directorate General of CAS