Curriculum Review & Development Plan

This plan consolidates and develops the work carried out by the Assessment Consultant on individual courses between 2016 and 2017 period as well as earlier initiatives such as the Strategic Total Academic Review (STAR), Research Skill Development (RSD) and the review of the University Graduate Outcomes. It is also informed by the requirements of programme accreditation and external reviews and institutional accreditation. The Curriculum Review & Development Plan focuses on building coherence within programmes and strengthening academic staff/faculty capacity to design aligned courses and create fit-for-purpose assessments that develop core learning outcomes and prepare students appropriately for participation in the workforce. The Curriculum Review & Development Plan will be implemented in conjunction with the Teaching & Learning Professional Developmental Plan.

Programme & Institutional Accreditation Requirements		Processes to be Undertaken	Associated Professional Development Work	Relevant Documents	Timelines/Comments
1	Approval of revised USP Graduate Outcomes	Review of USP Graduate Outcomes & associated rubrics	Institutional workshop (completed)	1. USP Graduate Outcomes Rubrics 2. Research Skills Development (RSD) Framework	Approved by Senate at its 2nd Meeting of 2017 Available on LTSS website and course outlines for undergraduate courses
2	Approved rubrics for Graduate Outcomes				
3	Programme Graduate Outcomes (PGOs) for each undergraduate degree programme	Review and enhance existing Programme Graduate Outcomes for all undergraduate degree programmes in alignment with the revised USP Graduate Outcomes and requirements of the accrediting bodies and external review process	School workshops led by Assessment Consultant & selected academic staff from the School/Discipline. These will be complemented by the work of the Consultant with smaller groups and individual staff members on specifics such as assessment and rubric design.	1. Current Programme Graduate Outcomes available via the LTSS website.	The timelines for work on specific programmes/disciplines is being set in consultation with the Faculties. The timeline is informed by the Schedule for External Programme Reviews and by the initiatives of particular Faculties/Colleges and Schools.
4	Rubrics for Programme Graduate Outcomes for each undergraduate degree programme	Review and/or development of undergraduate degree Programme Graduate Outcomes rubrics		1. The format for the Rubrics for PGOs will follow the USP Graduate Outcome Rubrics template (this is not prescriptive as long as standards/level of performance and associated criteria are present in the rubrics)	

5	Curriculum mapping exercise for each undergraduate degree programme	Aligned Course Learning Outcomes, teaching and learning activities and assessment tasks	Audit the alignment of current course learning outcomes, learning and teaching activities and assessments with Programme and USP Graduate Outcomes and integration of the Research Skills Development (RSD) framework		1. Current curriculum maps 2. Programme Graduate Outcomes 3. Current course outlines 4. Graduate Outcomes and Programme Graduate Outcomes alignment to Course Learning Outcomes and Assessments for Individual Courses Template (available via LTSS website) 5. Alignment of Learning Outcomes, Activities and Assessments Table in Section 13 of the standardised course outline Template	First round of review of all undergraduate course outlines completed by the Consultant by mid-Sept, 2017
			Enhance current course learning outcomes to align accurately with the USP Graduate Outcomes and Programme Graduate Outcomes			The timelines for work on specific programmes/disciplines is being set in consultation with the Faculties. The timeline is informed by the Schedule for External Programme Reviews and by the initiatives of particular Faculties/Colleges and Schools.
		Fit-for-purpose assessments & associated rubrics	Review and develop assessments and corresponding rubrics to achieve course learning outcomes that are aligned with Programme and USP Graduate Outcomes		1. Sample assessment tasks for assessing particular outcomes (such as communication, problem solving, team work, critical thinking) and associated rubrics	
		Completed curriculum maps	Complete refinement & enhancement of existing curriculum maps and develop maps where non-existent		1. Undergraduate Programme Curriculum Mapping Template (available via LTSS website)	
6	Updated Inventory of Educational Effectiveness Indicators (IEEI) (a requirement for WSCUC accreditation)		Update the Inventory of Educational Effectiveness Indicators (IEEI) to reflect any curriculum revisions	Programme/Discipline based workshops	1. Completed IEEI submitted for WSCUC SAV1 (available via LTSS website)	
7	Course outlines appropriately completed in the standardised template		Revise course outlines to conform to the standardised template and to reflect any curriculum revisions	Individual consultations	1. Standardised course outline template (available on LTSS website)	

8	Sample assessment materials with rubrics and sample marked assessments	Collect and appropriately store sample assessment materials			
9	Analysis of data on student performance in assessments	Analyse data from continuous assessment tasks and examinations to make informed decisions about student achievement of learning outcomes and refine future teaching and learning	Workshops and individual consultations		

Notes:

The approval for any changes arising from the curriculum review and development work will be guided by the Academic Approval for Courses and Programmes.

This plan has been prepared by the Assessment Consultant, Ms. Dorothy Spiller and Accreditation Project Coordinator, Ms. Sujlesh Sharma from the Office of Deputy Vice-Chancellor Learning, Teaching & Student Services.