LEVEL 2 PROCEDURE to address: ISO 9001: 2000 Element 7.3- Design and Development

DR. JUANITO M. ACANTO
President

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1.0 PURPOSE

The purpose of this document is to define the procedure, responsibilities and timeline for the design and development of curriculum.

2.0 SCOPE

This procedure begins with identifying requirements and other inputs with regards to curriculum and ends with review of changes to curriculum.

3.0 RESPONSIBILITY

3.1 The VPAA with the assistance of the Curriculum and Syllabus Committee shall be responsible for the implementation of this procedure.

4.0 DEFINITION OF TERMS

4.1 Curriculum- a group of related courses, often in a special field of study (example, medicine curriculum). This term can also refer to all the courses of study offered by an educational institution.

4.2 Unit Curriculum and Syllabus Committee – as used in this procedure, refers to the Curriculum and Syllabus Committee of kindergarten, elementary, high school and every college

5.0 PROCEDURE

5.1 The procedure follows the flowchart in the following page. These notes are added for clarification of some points-

5.1.1 The University President appoints a University Curriculum and Syllabus Committee in accordance to Procedure ES-7.3-PR-06 Curriculum and Syllabus Committee.

5.1.2 The academic heads appoint a Curriculum and Syllabus Committee of their own academic unit at the start of each school year. Qualifications shall follow those of University-wide Committee.

5.1.3 The Curriculum and Syllabus Committee of the Academic Unit shall be composed of:

5.1.3.1 Academic Head or his/her appointed Chair who shall automatically become a member of the University-wide Committee
5.1.3.2 At least one other member (to make a total of two members) except for School of Graduate Studies and College of Law that will have only one member each.

5.1.4 The following are provided copies of revised or new curriculum:

5.1.4.1 Registrar’s office
5.1.4.2 CHED
Inputs:
- CPU Vision and Mission
- Quality objectives
- Stakeholder requirements
- Existing curriculum
- CHED, ADPCN and General Educ. Curriculum (GEC) requirements
- Employment/business market trends
- Curricula of other institutions
- Logical arrangement and co/prerequisites of

Determine and review inputs for adequacy

Need new or revised curriculum?

Draft new or revised curriculum

Review, verify or validate curriculum

Propose new or revised curriculum

Disapproved

Approved by CPU C&S Committee?

Revised

Inform Academic Council

Disapproved

Approved by CPU Board of Trustees?

Implement

**Responsible: C&SC = Curriculum & Syllabus Committee**
C&S Committee (Unit Level)
C&S Committee (Unit Level)
C&S Committee (Unit Level)
C&S Committee (Unit Level)

**Output:**
Minutes of Meeting
Minutes of Meeting
Minutes of Meeting
Minutes of Meeting

**Inputs:**
- CPU Vision and Mission
- Quality objectives
- Stakeholder requirements
- Existing curriculum
- CHED, ADPCN and General Educ. Curriculum (GEC) requirements
- Employment/business market trends
- Curricula of other institutions
- Logical arrangement and co/prerequisites of

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6.0 RECORDS

6.1 ES-7.3-PR-07 Curriculum and Syllabus Committee
6.2 ES-7.1-PR-05A Course Coding System

7.0 RECORDS

7.1 Current University Curriculum
7.2 Minutes of Meeting of Curriculum and Syllabus Committee- University Level
7.3 Minutes of Meeting of Academic Council
7.4 Minutes of Meeting of Board of Trustees
7.5 New or Revised Curriculum Copy for CHED and Registrar