Policies and Procedures

Policy Title	Course Development and Review Policy and Procedure	Policy Number	432
Section	Academic Affairs	Approval Date	4 June 2024
Subsection	Instruction and Curriculum	Authorizing Entity	BoT
Responsible Office	VP for Institutional Effectiveness & Accreditation Office	Effective Date	1 July 2024
Distributed To	Provost Office, VP for Institutional Effectiveness & Accreditation, University Curriculum Committee, all faculty members	Next Review Date	4 June 2026

1.0 PURPOSE

1.1: This document provides the guidelines needed to maintain and enhance the quality of courses offered within academic programs at the American University of Bahrain (AUBH) in line with the university's mission, goals, and strategic plan. The purpose of the review is to ensure that:

- the course, whether newly introduced or revised, meet the needs of the relevant stakeholders, mainly the learners, is up to date in terms of content, teaching, and assessment methods, and contributes to the achievement of the program's learning outcomes as expected
- the cumulative effect of any minor changes applied over a period of time to a running course does not lead to a significant departure from its originally approved version.

1.2: This policy and associated procedure applies to all courses offered within the academic programs of AUBH. It covers the operation of introducing/developing a new course and the continuous maintenance of running courses.

2.0 DEFINITIONS

2.1: University Curriculum Committee (UCC): A committee formed at the university level that reviews and approves newly introduced/revised courses submitted to it by the different colleges.

2.2: Continuous Maintenance: A continuous review of the academic courses to assess their clarity, comprehensiveness, and contribution to the achievement of program learning outcomes.

2.3: Course Reflection Form: A form used to reflect on the course delivery, what went well, and what needs improvement, and to report on the level of achievement of the Course Learning Outcomes (CLOs)/Program Learning Outcomes (PLOs) and the academic standards of the students.

2.4: Course Review: A comprehensive course review conducted by the faculty member at the end of the semester in which the course had been offered, which may result in a change to the course content, assessment tools, CLOs, and/or their mapping to the PLOs.

2.5: Course Coordinator: A faculty assigned to a course offered in multiple sections. The Coordinator works closely with faculty members teaching the course to ensure the quality and consistency of course delivery and assessment.

3.0 POLICY

3.1 Developing a New Course

3.1.1   For a faculty member to develop a new course, they must first be eligible, meaning they must have a qualification in the same area of specialization and must have at least two years of teaching experience in that same area.

3.1.2   Before working on developing the course commences, the idea of the course and its justification should be discussed and approved at the college level.

3.2 Reviewing an Existing Course

3.2.1   All courses offered within academic programs at the University shall be subject to continuous maintenance and a comprehensive review at the end of each semester in which they were offered to identify course strengths and areas for improvement.

3.2.2   The course review process should be based on the Course Reflection Form, filled by the faculty member teaching the course or by the Course Coordinator in the case of multiple sections of the course taught by multiple faculty members, and should be based on feedback from the relevant stakeholders (i.e., the students mainly but could also include for example the field supervisor if the course is an internship).

3.2.3   The course review should focus on the degree of achievement of the CLOs and their corresponding PLOs, in addition to focusing on what worked well and what did not in the delivery of the course in terms of teaching, learning, and assessment activities.

3.2.4   The course review process could warrant the decision to make changes in the course, which could either be minor or major changes. The type of the changes determines the exact procedure to be followed to gain approvals on them.

3.2.5   In this context, the following are examples of what would count as a major change:
- Change in course title/code
- Change in course mode of study (from face-to-face to hybrid/online)
- Change in course's number of credits
- Change in CLOs
- Change in course assessment methods or weight (for major assessments only)
- Change in course content (if 25% or more of the overall content)
- Change in the mapping of CLOs to PLOs.

3.2.6   Any other change not mentioned above (in 3.2.5) will most probably be a minor change.

4.0 PROCEDURES

4.1 **Developing a New Course**

The following procedure must be adhered to when developing a new course:

(i)   The course should be developed according to the approved AUBH course specification template.

(ii)   The course should be developed in compliance with Bahrain's National Qualifications Framework (NQF) requirements for courses and course components in terms of NQF level, descriptors, learning domains, credit and notional hours, diversity of teaching and learning activities, and variety of assessments, and thus a mapping scorecard should be developed for the course by a Mapping Panel comprised of the faculty member proposing the course and another faculty member from the same area of specialty.

(iii)   The newly developed course specification should be submitted to the Program Coordinator for review and initial approval.

(iv)   Once approved, the Program Coordinator shall circulate the course specification at the College level for review and approval. The College will assign a Mapping Panel to develop the course scorecard.

(v)   Once approved, the Program Coordinator shall submit the course specification to the College Dean for their approval.

(vi)   Once approved, the College Dean shall submit the course syllabus and course scorecard to the University Curriculum Committee (UCC) for review and approval

(vii)   The UCC will appoint a Conformation Panel and review the course specifications, with the possibility of the UCC requiring a presentation of the course by the faculty responsible for developing the course and/or the Program Coordinator.

(viii) The outcome of the UCC decision may be:
   a. Approved
   b. Approved with minor amendments: The College is to address these amendments with no need for the documents to come back to the UCC.
   c. Approved with Major Amendments: The College is to address these amendments and inform the UCC. The UCC reserves the right to request re-submission of the document after amendment.
   d. Rejected: The College is to address UCC recommendations and resubmit the course document(s) to the UCC.

(ix)   Once UCC's final decision is reached, the College as well as VP of Institutional Effectiveness and Accreditation will receive from the UCC the related minutes of meeting including the UCC decision, as a formal piece of evidence.

(x)   The resulting outcome of the course review shall be communicated to the Dean's Council. In the case where UCC approval of the newly developed course is granted, the VP of

Institutional Effectiveness and Accreditation will communicate with the relevant regulatory and accrediting entities to acquire the needed approvals before implementation.

(xi) Once the required approvals are received, the VP of Institutional Effectiveness and Accreditation will share with the Provost Office, relevant Deans, and the Registrar the specification of the approved newly introduced course.

4.2 Reviewing an Existing Course

The following procedure must be adhered to when reviewing an existing course:

(i) At the end of each semester, each teaching faculty member should submit to the Program Coordinator the completed Course Reflection Form for the course they delivered during that semester, with the final grades sheet on the agreed dates before the release of grades. The Form should include recommended course improvements that the Program Coordinator will monitor the implementation of.

(ii) Before the end of each semester, students will evaluate each course by filling out the End of Course Evaluation Survey that is administered by the Office of VP for Institutional Effectiveness and Accreditation and covers teaching and learning, course content, and self-evaluation questions.

(iii) The Course Reflection Form, end-of-course student evaluation survey outcomes, and any feedback from other relevant stakeholders, where applicable, should be used to review the course and assess its effectiveness and efficiency.

(iv) Where changes in the course are to be made based on the review, the proposed changes should first be submitted by the faculty member to the Program Coordinator for review and approval.

(v) If the proposed changes are approved by the Program Coordinator, then they shall circulate them to the College level for review and approval.

(vi) In the case where the changes are minor, then once they are approved by the concerned College, their implementation can go into effect.

(vii) In the case where the changes are major, the approval of the College Dean is needed.

(viii) Once approved, a Mapping Panel and a Confirmation Panel should review and approve of the changes reflected in the course syllabus and associated NQF scorecard.

(ix) Once approval of the Panels is granted, these changes should be submitted by the College Dean to the UCC for review and approval, with the possibility of the UCC requiring a presentation of the course by the Program Coordinator/Department Head/College Dean.

(x) The outcome of the UCC decision may be:
- Approved
- Approved with minor amendments: The College is to address these amendments with no need for the documents to come back to the UCC.
- Approved with Major Amendments: The College is to address these amendments and inform the UCC. The UCC reserves the right to request re-submission of the document after amendment.

o Rejected: The College is to address UCC recommendations and resubmit the course document(s) to the UCC.

(xi) Once UCC's final decision is reached, the College, as well as the VP of Institutional Effectiveness and Accreditation, will receive from the UCC the related minutes of the meeting, including the UCC decision, as a formal piece of evidence.

(xii) The resulting outcome of the course review shall be communicated to the Dean's Council. In the case where UCC approval of the newly developed course is granted, the VP of Institutional Effectiveness and Accreditation will communicate with the relevant regulatory and accrediting entities to acquire the needed approvals before implementation.

(xiii) Once the required approvals are received, the VP of Institutional Effectiveness and Accreditation will share with the Provost Office, relevant Deans, and the Registrar the specification of the approved revised course.

5.0 RELATED DOCUMENTS AND REFERENCES

5.1   Course Reflection Form

5.2   Mapping & Confirmation Procedure

6.0 POLICY HISTORY

Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
4 June 2024	Approve the newly developed policy	BoT	1 July 2024