ACADEMIC PROGRAMME DEVELOPMENT AT UB

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Criteria for assessment of new programmes at UB

1. **Need and sustainability** - does the programme address issues of:
   - Socio-economic needs of the country
   - Employment/self employment
   - Programme currently available at UB and other institutions
   - Student enrolment for at least first four intakes
   - Market research by the department
Alignment with the vision, mission, values and strategic plan of UB - How does the programme support: 

- UB vision, mission and values 
- The UB strategic plan priority areas 
- The diversity of learners with prior life and learning experiences 
- Equivalence of experience of all learners
Programme design factors - these include:

- The rationale for the programme
- Articulation possibilities
- Other programmes already being offered
- Consultation with other departments
- GEC requirements/Graduate employability strategy/Digital scholarship strategy
- Professional accreditation bodies
Learning, teaching and assessment strategy - details on:

- The learning and teaching strategy
- Teaching methods, mode of delivery and materials development
- Academic support initiatives
- Monitoring student progress, evaluating programme impact and improvement
- Maintaining quality of teaching and learning
• Student recruitment, admission and selection- specify:
  • Admission requirements
  • Selection criteria
  • Recognition of prior learning
  • Widening access and participation
  • Enrolment plan
- Programme regulations - clearly articulated programme regulations
- Verify compliance to the regulations
- Resource plan - availability/adequacy of:
  - Learning and teaching facilities
  - Laboratory and special equipment
  - Academic staff profile
  - Programme coordinator is trained to provide leadership
  - Academic staff competencies and skill relevant for the programme
  - Workload allocation
  - Compliance measures - health, occupational safety
Process-New Program

- **Step 1**- Preliminary proposal-
- Need for the programme, contribution to UB vision, mission, Vision 2016, departmental and faculty strategic plans
- Rationale for the programme
- Programme coordinator
- Head of department
- Departmental Board and other stakeholders
Process—New Program (Cont.)

- Step 2—formal proposal review and approval
- Programme advisory board
- Faculty executive
- Faculty board
- Development support
- APRU
- Library services
- Academic services
- Financial services
Step 3

- Academic Policy Review and Planning committee
- Senate
- Council
Guide to New Program Development/Revision

- Cover Sheet - consultation sheet
- General information
- Need and sustainability
- Alignment with vision, mission and strategic plans
- Programme design factors
- Programme regulations
Guide to New Program Development (Cont.)

- Learning, teaching and assessment strategy
- Student Recruitment, admission and selection
- Resource plan
Course Documentation

A template is provided that includes General course information:

- Title
- Course code
- Credit value
- Level
- Length of course
- Type of course - core/optional
- Course requirements
Other Documentation

- Aims
- Rationale
- Course synopsis
- Learning objectives
- Teaching methods
- Methods of assessment
- Textbooks/Readings
- Other resources
- Course outline
Advisory Groups

- CAD/APRU
- DVC(AA) Office
- Library
- Institutional Planning
- Academic Services
- Financial services
THANK YOU FOR YOUR ATTENTION.