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CURRICULUM DEVELOPMENT & ADMINISTRATION

DEFINITIONS

Curriculum (Currere)

- ❖ Action of running
- ❖ Course of action
- ❖ Race

Administration (Administrare)

- ❖ To serve

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OBJECTIVES OF ADMINISTRATION

1. To Provide a service that is professional, effective and of high quality

In order to deliver a service of excellence, a college/institution needs:

❖ An Administrator

❖ Job and position

descriptions for all staff

members

**2.To provide effective
communication
procedures and channels**

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- ❖ **Administration planning per month of events taking place**
- ❖ **Job and position descriptions**

2.2 LECTURER BODY

General Academic Information

- ❖ **Modules : Distribution (lecturers) and summary for all year groups.**
- ❖ **Curricula**
- ❖ **In-service training of lecturers: Workshops already given (Lesson planning, Bloom's taxonomy, etc.)**
- ❖ **Academic information (Projects and Tests, Forms: Marks)**

- ❖ **Requisites for academic marks (Semester, Exams and Extraordinary exams)**
- ❖ **General Information: Exams**
- ❖ **Question papers and correction guides**
- ❖ **Responsibilities during exam time (Moderators, Academic Dean, Academic Administration)**
- ❖ **Evaluation forms (Lecturers, Moderator, Academic Administration)**

MEETINGS

Lecturer Body

- ❖ In-service training (Once per month on a Saturday)
- ❖ Discussion of semester and exam marks

Committees

- ❖ Annual Meeting: Budget for new year
- ❖ Annual Academic Year and other Planning
- ❖ Minutes and reports of meetings
- ❖ Meeting Etiquette

GENERAL INFORMATION

- ❖ Regulations for lecturers
- ❖ Holidays and leave information

- ❖ **The emblem of the institute and its meaning**
- ❖ **The vision and moral values of the institute**

ACADEMIC INFORMATION

- ❖ **Lecturers and the modules they teach**
- ❖ **A summary of modules in the curricula for each year and course**
- ❖ **Requisites for academic marks**
- ❖ **Subjects and their abbreviation**
- ❖ **Explanation of codes used for modules**

GENERAL INFORMATION

- ❖ **Class lecturers**
- ❖ **Annual Events and responsibilities**
- ❖ **Committees of the institutes**
- ❖ **Class attendance**
- ❖ **Conduct during tests and exams**
- ❖ **Discipline of the institute**
- ❖ **Residence rules and regulations**

FINANCES

❖ **Study fees**

❖ **Bursaries**

General Calendar

- ❖ Dates of meetings and events

Academic Calendar

- ❖ Tests and examinations

**The successful development
of a curriculum is run on an
administration of excellence!**