

Mountain Province State Polytechnic College



PROCEDURAL POLICY AND
GUIDELINES ON THE APPROVAL AND
IMPLEMENTATION OF
THE CURRICULUM REVISIONS AND
DEVELOPMENT AND OFFERING
OF NEW CURRICULAR
PROGRAMS IN MPSPC

2014-2015

PROCEDURAL POLICY AND GUIDELINES ON THE APPROVAL AND IMPLEMENTATION OF THE CURRICULUM REVISIONS AND DEVELOPMENT AND OFFERING OF NEW CURRICULAR PROGRAMS IN MPSPC

I. RATIONALE

Curriculum is the vital ingredient of any education system irrespective of the education level. All other aspects such as teaching, learning, evaluation, assessment, research and development revolve around it. Curriculum content then has to be relevant, up-to-date and suited to the program and the current needs of the society. Reviewing and updating of the curriculum, therefore, is the essential ingredient of any vibrant academic system. Revising the curriculum is a continuous process that provides an updated education to the students at large. Curriculum development and review is an educational mechanism, procedure, and process to update curricular program offerings. It is the cornerstone for relevance and quality in any educational institution.

It is imperative on Philippine State Universities and Colleges (SUCs) to come up with relevant guidelines and policies that govern curriculum review if only to attain quality education for the citizens,. Quality, according to the Commission on Higher Education (CHED), refers to the alignment and consistency of the learning environment with the institution's Vision, Mission, Goals, Objectives (VMGO) demonstrated by exceptional learning and service outcomes and the development of a culture of quality.

Along this line, the Mountain Province State Polytechnic College (MPSPC), with its dream to become a university and a vibrant and dynamic educational center, constantly work out for a curriculum that is reflective of national, regional, and institutional goals and objectives, of culture and tradition, or that responds to the current needs of the immediate community, the country and the various professions. In addition, the curriculum projects and equips its graduates the desirable values and discipline necessary for future employment and the practice of the profession through continuous curriculum review and revision.

Equally vital to the concept of curriculum review and development are policies and guidelines to govern the process. On this lies the standards upon which current curricula are reviewed and proposed curricula are developed. Policies and guidelines also must be put into writing and to equally undergo revisions in order to accommodate provisions relevant to current needs. Thus, MPSPC has come up with these policies and guidelines for curriculum review and development.

II. LEGAL BASES FOR THE PROCEDURAL GUIDELINES IN THE REVISION AND OFFERING OF NEW PROGRAMS:

1. MPSPC College Code;
2. CHED Memorandum Order No.17, Series of 2009, Compliance with CHED's Policies, Standards and Guidelines and Other Issuances on the Offering of Degree Programs;
3. The CHED guideline which suggests that State Universities need to submit to their Board of Regents (BOR) necessary documents for appropriate review of curricula. Documents to be submitted include the feasibility studies, resolutions of approving committees/councils, end-user surveys for major revisions, rationales/justifications, objectives, strategies, implementation scheme, the curriculum with appropriate components, the faculty/administrative profiles, facilities, equipment and library holdings;
4. Program Policies, Standards and Guidelines (PSGs) ;
5. 1987 Constitution, Article XIV, Sec 1, which asserts that the State "shall protect and promote the right of all citizens to quality education at all levels...";
6. Batas Pambansa Blg. 232 and RA 7722 which state that "the state shall protect, foster and promote the right of all citizens to affordable quality education at all levels."
7. It is also in consonance with the provisions of CMO No. 46, s. 2012 issued by CHED on "Policy-Standards to Enhance Quality Assurance (QA) in Philippine Higher Education through an Outcomes-Based and Typology-Based QA."
8. CHED Memorandum Order No. 02, Series of 2011.

III. STATEMENT OF PURPOSE:

This policy and procedural guidelines on curriculum revision and offering of new programs shall ensure that the institution's VMGO are translated into desired outcomes-based learning. It also assures a gateway to integrate innovations of science and technology that may be adopted as strategies, competencies, skills, knowledge and values to ensure relevant, quality and functional curriculum that facilitates production of graduates imbued with competence needed to develop the communities.

Review, approval and implementation of curricular revisions and offering of new programs in the various campuses of the Mountain Province State Polytechnic College (MPSPC) shall follow the procedures stipulated in these policy and guidelines.

Campus and institutional curriculum committees of the MPSPC Campuses shall be enjoined to use the proposed guidelines as bases of actions in curricular adjustments, updates and offering of new programs. This will ensure the application of uniform standards, processes and procedures

that shall guarantee relevance, excellence and cost effective higher education programs.

The procedural guidelines shall likewise enhance the efficient and effective implementation of duly authorized curricular revisions/innovations and new programs.

IV. MECHANISM

A. Curriculum Review and Revision of Program of Studies. The Director for Instruction in consultation with the Office of the Vice President for Academic Affairs, Campus Deans and Department Chairpersons shall come up with an annual schedule for curriculum review as basis of conducting curricular revision.

A.1 Procedure on Review of Proposed Revisions of a Curriculum

To facilitate an efficient review of proposed revisions of a curriculum, the following steps are put forward to guide the process:

1. The proposed revisions of a curriculum are deliberated at the Department and Campus levels.

1.1 A specific program in a department shall be subjected to series of curriculum reviews and revisions which will be attended and participated in by different stakeholders like students, faculty and staff, administrators, alumni and industry or sector representative depending on the program to be reviewed. The review and revision process shall emerge from the need to achieve the stated VMGO of the institution in consonance with requirements and recommendations of oversight and accrediting agencies (CHED, PRC, DOST, DA, CSC, NEDA, AACCUP, etc.) and the priority programs of the municipal and provincial Local Government Units (LGUs) of Mountain Province. Conduct of the review shall be on a regular basis as scheduled and must be done in the form of continual deliberations on curricular substance, adequacy, relevance and responsiveness.

1.2 The Proponent Department furnishes the draft of the proposed revised curriculum to the Campus Curriculum Committee composed of the Executive Dean (as Chairman), Department Chairperson, Program Coordinator, Accreditation Coordinator, alumni representative, sector or industry representative, student representative and community representative. The Proponent Department shall designate a Proponent Department Representative who will be a member of the Campus Curriculum Committee and shall

attend evaluations to be done by the Campus Curriculum Committee, College-wide Curriculum Committee, and the Academic Council.

1.3 The Campus Curriculum Committee Members, vis-à-vis the Proponent Department Representative(s), review the curriculum in aspects related to formatting, grammar, content, and the like. This guideline may serve as an indispensable reference during this preliminary review.

1.4 Corrections and comments are marked on the draft. This is returned to the Proponent Department which then applies the appropriate corrections. The corrected draft is resubmitted to the Campus Curriculum Committee, vis-à-vis the Proponent Department Representative(s), for further evaluation and approval.

1.5 In the case of a revision done for a program offered by another campus or campuses, proper consultations and deliberations of the revision must be conducted by key representatives from all the concerned campuses. The representatives shall be composed of the Chairperson of the Department, Chairpersons of the Campus Curriculum Committees/Executive Deans of the Campuses. Signatures of these key officials for each of the campuses concerned must be affixed. For a campus that is unable to attend such a consultation, but is invited by the proponent campus beforehand, a waiver to this effect must be secured respecting the decision of participating campus or campuses on the revision.

2. The proposed revisions of a curriculum are deliberated again at the College-wide level. With all the salient features of the revision applied, and differences concerning the revision within the department and campuses resolved, and in the absence of major corrections, the Approval Sheet of Curriculum Committee is signed by the members. Date of approval must be indicated on the form. The same form is attached to the corrected draft.

3. The draft is distributed to each member of the College-wide Curriculum Committee, chaired by the Office of the Vice President for Academic Affairs with the Director for Instruction, Deans of the different campuses, representatives from the students, alumni, community and sector/industry as members with each folder bearing the member's name written on the lower right-hand corner. The significance of the member's name is highlighted in step 6. Distribution of this draft to all members of the College-wide Curriculum Committee must be done at least one week prior to an evaluation meeting called upon to discuss proposed curricular revisions.

4. Corrections and comments made by each member are marked in the draft during the one-week review period and, simultaneously with other members of the committee, during the evaluation meeting. The proponent Department Representative must be present during this meeting to take note of the corrections and comments, as well as answer clarifications raised by the Committee. Evaluation will be given greater emphasis on the substance of the revision, although further reviews may still have to be tackled on aspects (e.g., formatting style, document submittals, grammar, etc.) which may have been missed out during the preliminary review.

5. All folders are returned to the proponent department.

6. Corrections are applied by the proponent department and the corrected draft is produced and resubmitted to all members of the College-wide Curriculum Committee. The folder in which corrections are marked by individual members must likewise be returned to the same. This is the reason why each folder must bear the member's name.

7. The members check if the corrections and comments are applied. In the absence of major corrections, the members sign the Approval Sheet of Curriculum Committees (Form 1). Date of approval must be indicated on the form.

8. A copy of the draft is endorsed to the Academic Council for further evaluation and approval. Presence of the proponent during this evaluation is necessary.

9. Should there be major corrections noted by the Academic Council, said corrections will be applied by the proponent and the corrected draft is resubmitted to the same council for further evaluation and approval.

10. In the absence of major corrections, the Academic Council approves the revision.

11. The approved curriculum revision by the Academic Council will be submitted to CHED-Regional Office through the Office of the Vice President for Academic Affairs for further evaluation and approval ensuring the revisions meet the program Policies and Guidelines set by CHED.

12. Should there be major corrections noted by the CHED-RO, said corrections will be applied by the proponent department and the corrected draft is resubmitted to CHED-RO for further evaluation and approval.

13. In the absence of major corrections, CHED-RO approves the revision.

14. Two weeks prior to a scheduled Board of Trustees (BOT) meeting, an electronic copy of the proposed revised curriculum must be submitted to the Office of the Vice President for Academic Affairs (OVPA). This may be stored in external disks or compact disks. In addition, ten (10) print-out copies of the proposed revised curriculum must be submitted to the BOT for final approval.

15. Should there be major corrections at the BOT meeting, said corrections will have to be applied by the proponent department and the corrected draft is resubmitted to the College-wide Curriculum Committee for further evaluation and approval.

16. In the absence of major corrections, the BOT approves the proposed revised curriculum. Date of approval must be indicated on Form 1 (Approval Sheet of Curriculum Committees).

17. The proposed revised curriculum is implemented in the next school year for incoming freshmen only.

A.2 Documents to be submitted for:

A.2.1 Minor Revisions

In presenting minor revisions (deletion of courses and replacement of new courses with no added competencies nor additional units, except in cases where additional courses are prescribed by CHED, PRC or Republic Acts), the proponent unit should be able to strongly explain and justify the purpose.

The following documents and standard processes shall be included in the proposal folder:

1. Various Resolutions
 - a. Resolution of the Campus Academic Council recommending the approval of the proposed revision duly certified by the Campus Council Secretary and attested by the Campus Dean or its counterpart in the campus;
 - b. Resolution of the College Administrative Council recommending approval of the proposed revision duly certified by the College Secretary and attested by the College President;
2. Approval sheet duly signed by the chairs and members of the various reviewing Committees. (Department and Campus

Curriculum Committee, College-wide Curriculum Committee, etc.);

3. The rationale of the revision, objectives and strategies and processes pursued in the revision: The rationale should restate the focus of priority and relate it to the priority needs of the province, region and nation. The objectives should state the competencies of graduates to be developed in the proposed program. The proponent must relay the strategies/processes pursued in the revision including the involvement of the important constituents of the College;
4. The proposed implementation scheme prepared by the Proponent Department in coordination with Office of the Vice President for Academic Affairs (OVPAA) and the Campus Curriculum Committee;
5. The proposed curriculum which should essentially follow and respect national policies and standards of oversight agencies (e.g., CHED, PRC and R.A.'s) required for a particular proposed program/degree supported by certification from CHED-RO that the proposed curriculum revision meets the minimum standards as indicated in the program PSGs;
6. The proposed revised curriculum/program and necessary attachments following the prescribed formats of MPSPC;
7. A budget plan showing how much the revision will cost. If the revision will not entail additional cost to the College, then, this has to be declared in the proposal;
8. A written certification from the Dean that the proposal is properly edited. Submit the proposal in both hard file and soft file;
9. Copy of the national standards/policies/guidelines or directives used as basis in the revision.

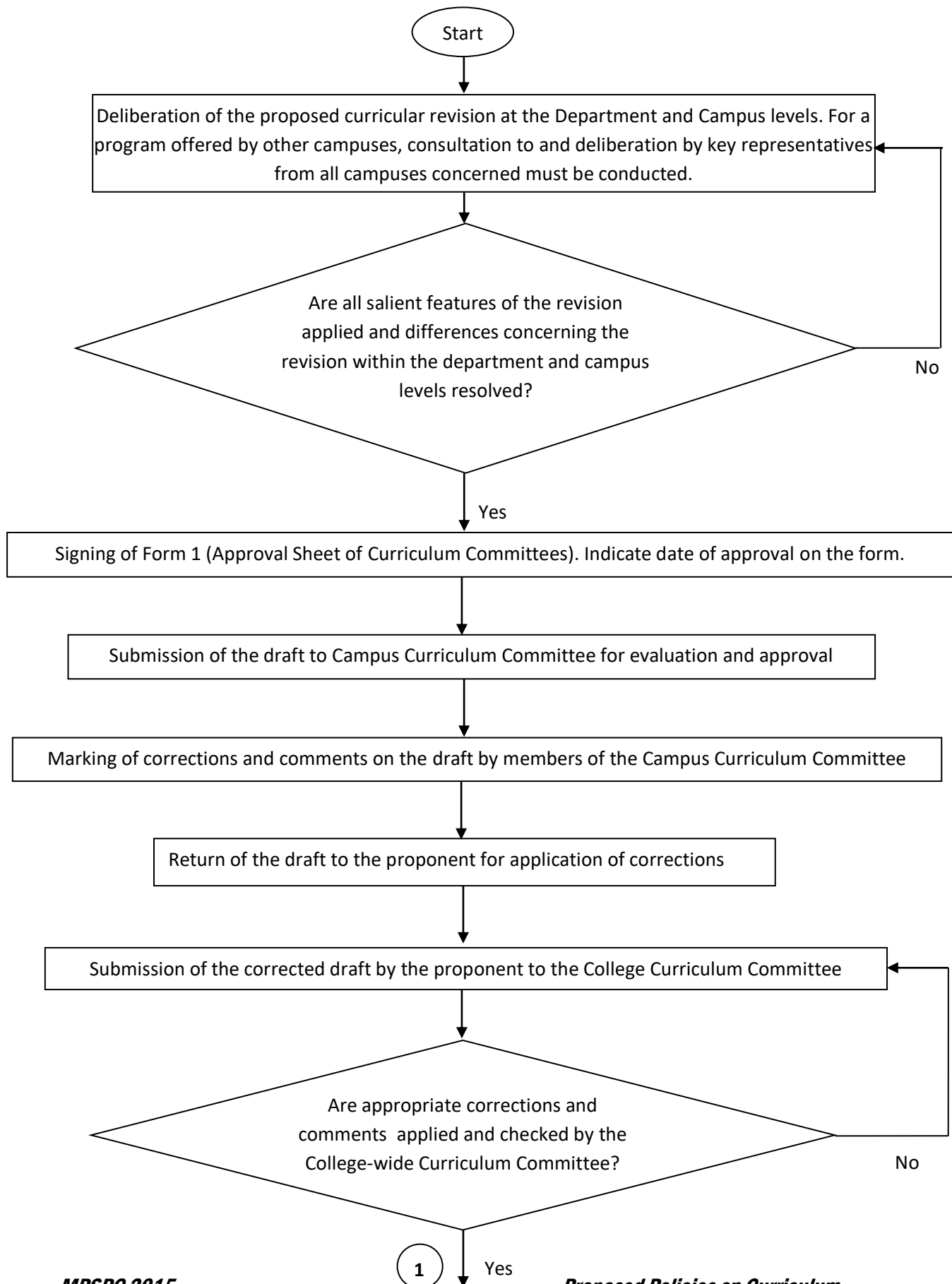
A.2.2 Major Revisions of Curriculum

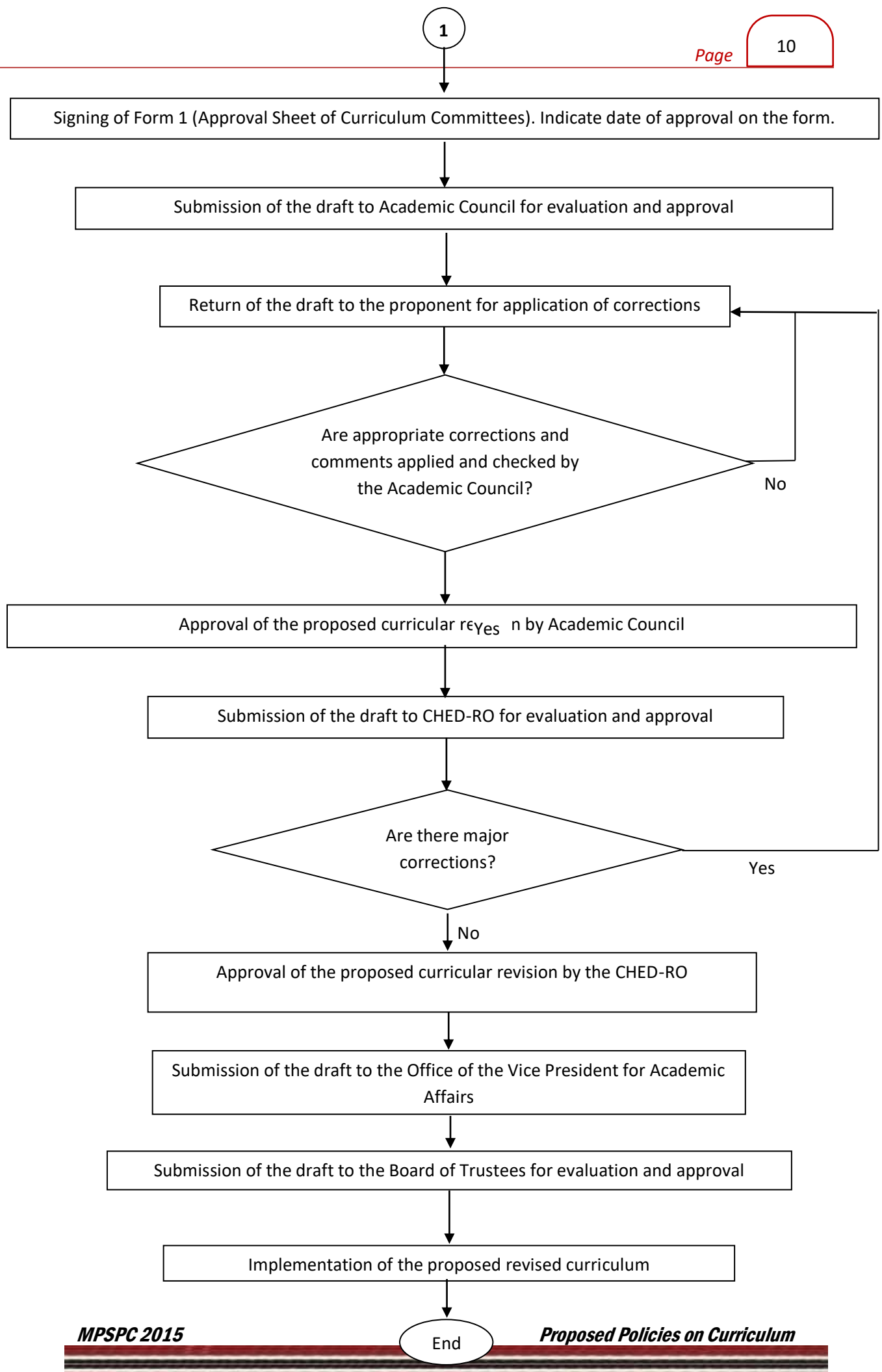
The guidelines for minor revisions shall likewise apply for major revisions which entail additional subjects, units or inclusion of new subjects that need additional competencies, equipment or laboratory facilities. Exceptions are the cases when courses are prescribed by CHED, PRC or R.A.s based on national exigency.

In addition, the following requirements shall be submitted:

1. An end-user survey shall be prepared/undertaken by the Proponent Department//Campus. *To ensure an actual undertaking of a needs-based end –user survey, a proponent department or campus should have devised/adopted and implemented a comprehensive program on research and extension that covers a sizable population providing data on needs that warrant integration into the curriculum or development of a new curricular offering. Through the instrumentalities of research and extension program, projects, and activities innovative technologies, skills, knowledge and values whether modern or indigenous with educational implications can be elicited for curriculum integration or development.*
2. The rationale should relate to the principle focusing on the priority needs of the community. A proponent department or campus should strengthen its linkages and networking with national, provincial and municipal line agencies to ensure exchange of information on priority programs, projects, and activities. For instance, a continuous joint venture with the local government unit of Mountain Province on similar priorities with MPSPC will give the proponent units convenience in building up justifications for curriculum revisions as experienced in the venture. A rationale for any curriculum revision will be sound and tailored-suit to the desired learning outcomes and competencies reflecting therein the concern of the province vis-à-vis the college VMGO if the proponent units have first-hand experiences of the needs.
3. A budget plan showing how much the revision will cost. The proponent Campus Executive Dean, or his counterpart, should approve/certify the budget plan.
4. Transmittal Letter by the Proponent Department with the following attachments:
 - a. Executive Summary
 - b. Highlights of the Reviewed Curriculum
 - c. Comparison of Old and Proposed Curricula
 - d. New Course Checklist
 - e. Program of Study
 - f. Course Description of the Revisions
 - g. Minutes of Meetings with Attendance Sheets
 - h. CHED Memorandum Order

A.3 Curriculum Revision Flowchart





B. Curriculum Development. The process in curriculum development shall follow what is indicated in the CHED Memorandum Order No. 02, series of 2011, otherwise known as “Revised Guidelines in the Formulation of CHED Policies, Standards and Guidelines of Academic Programs”, amending CHED Special Order No. 42, Series of 2003 otherwise known as “Guidelines for the Formulation of Policies and Standards of Academic Programs.”

C. Offering of New Program of MPSPC. The procedures for processing of applications for government permit or recognition to offer new programs shall follow the guidelines and procedures as stipulated in CHED Memorandum Order No. 38, series of 2004. As stated in the General Guidelines, “For all undergraduate (except maritime, nursing and medicine) applications for permit and recognition shall be processed by the CHED Regional Offices (CHEDROs). HEIs must submit complete application documents not later than the 1st Monday of June preceding the intended year of operation.”

V. GENERAL POLICIES

- Curriculum review for each program shall pursue the College VMGO and in consonance with the prescribed minimum requirements and accommodate new memoranda from CHED. Additional institutional requirements may be added.
- Review of a curriculum shall be conducted every after two years.
- Development of a new curriculum is conducted as the need arises.
- Approved reviewed curriculum shall be effective for incoming freshmen only.

VI. FINAL PROVISIONS

a. Amendment

For purposes of congruency and relevance, this manual may be amended through the recommendation of the Vice President of Academic Affairs to the College President who will endorse the same for the deliberation and subsequent approval of the Academic and Administrative Council.

b. Repealing Clause

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to or inconsistent with any provisions of this manual is hereby repealed, modified or amended accordingly.

c. Separability Clause

If there are any provisions in this manual, or application of such provisions to any circumstance, is found to be invalid and unlawful, the other provisions not affected thereby shall remain valid and subsisting.

d. Effectivity Clause

The provisions of this manual shall take effect upon the approval of the Board of Trustees.

Prepared by: **The Academic Sector**

ERIC F. FULANGEN, Ed. D.

Executive Dean

SANTIAGO T. RECILE, MSAE

Executive Dean

ALLAN A. PATINGAN, Ph. D.

Graduate School Dean

GERALDINE L. MADJACO, Ph. D.

Instruction Director

JOSEPHINE M. NGODCHO, Ed. D.

Vice President for Academic Affairs

ATTACHMENTS:**FORM 1: APPROVAL SHEET OF CURRICULUM COMMITTEES**

Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Bontoc, Mountain Province

Program: _____

Proponent: _____

Features of the Revision:

1. _____

2. _____

3. _____

Recommending Approval

The Proponents: (Spell out names)

Department Curriculum Committee:

Member Member Member

Member Member Chair, Department of _____

Campus with Similar Offering (if there are any):

Department Faculty Member Department Faculty Member Chair, Department of _____

Chair, College Curriculum Committee Campus Dean Chair, Campus Curriculum Committee

College Curriculum Committee:

Chair, College Curriculum Committee (VPAA) Member Member

Member Member Director for Instruction

Member Member Member

Date of Approval by the Academic Council:

CHED-REGIONAL OFFICE:

APPROVED: _____ DISAPPROVED: _____ REASON/S: _____

_____ CHED-RO IN CHARGE OF CURRICULUM REVIEW

Date of Approval by BOT: _____

Date of Implementation: _____