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Quality Assurance of Learning and Teaching Programmes at Faculty Level: Duties and Responsibilities of Programme Committee Chairs and Programme Coordinators

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¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

University of Stellenbosch

Quality Assurance of learning and teaching programmes at faculty level: *Duties and responsibilities of Programme Committee Chairs and Programme Coordinators*

Introduction

1. The management of the quality assurance of teaching and learning programmes at faculty level is the responsibility of the Dean.
2. Each faculty has a committee system which makes specific provision in their brief for the quality assurance activities of the faculty.

Chairs of Programme Committees

1. In each faculty there is a person who is responsible for the coordination of the faculty's programme function (usually this person is the Chair of the Faculty's Programme Committee).
2. The Chair of the Faculty's Programme Committee has crucially important responsibilities and plays a key role in the quality assurance system. Faculties appoint a senior¹ member of its academic staff in this capacity. The duties of the faculty's programme committee (cf. par 3 below) are included in the performance contract of the designated person. Provision is made that the designated person will have the time and capacity to carry out these duties. The performance of the designated person as Chair of the Faculty's Programme Committee forms an integral part of that person's annual performance appraisal. It is especially important that the authority of the Chair of the Faculty's Programme Committee is formalised across departmental boundaries, so that s/he, on the authority delegated to him/her by the Dean, can play this executive role in the faculty. Faculties decide on the appropriate title for this function (possibly associate dean). Faculties make their own arrangements within their own constraints and possibilities to provide for all the requirements stipulated in this document (including par 2).
3. Faculties make appropriate arrangements to ensure continuity in the execution of this function (including that the faculty decides on the term of appointment of the Chair of the Faculty's Programme Committee and that the faculty makes an appointment according to that).
4. The duties and responsibilities of the Chair of the Faculty's Programme Committee include the following:
 - a. Chairs the Faculty's Programme Committee

¹ This does not necessarily mean that the person needs to be at the level of professor or associate professor. "Senior" indicates that it needs to be an academic staff member who has the necessary stature and reputation that s/he will be able to carry out these duties effectively.

- b. Supports the Dean (in his/her capacity as academic leader of the faculty) to ensure that the faculty's vision and goals in the area of learning and teaching programmes materialises.
- c. Coordinates the quality assurance processes of the faculty in the area of learning and teaching programmes.
- d. Coordinates the implementation of the University's and the Faculty's strategies for learning and teaching, the University's and the Faculty's assessment policies, the University's and the Faculty's policies for the Assessment and Recognition of Prior Learning (ARPL).
- e. Coordinate the Faculty's annual programme review processes.²
- f. Initiates and leads the development of the Faculty's policies and procedures (aligned with University policies) for the development of new learning and teaching programmes and the adaptation of existing programmes and modules.
- g. Liaises, on behalf of the Faculty, with all the relevant institutional role players and support units regarding the learning and teaching programmes and qualifications of the Faculty to ensure that the Faculty meets the national and institutional requirements.
- h. Facilitates cooperation between different departments in the Faculty (and, where necessary, between different faculties) to ensure that programme outcomes are achieved, and play a facilitation role where conflict exists.
- i. Develops capacity in the Faculty regarding the development and review of learning and teaching programmes.
- j. Supports programme coordinators, departments and individuals by providing support and advice with regard to the development of new programmes and the changing of existing programmes and the institution or termination or changing of modules and all related matters.
- k. Monitors and checks submissions of new programmes and modules and changes of existing programmes and modules and gives feedback to programme committees and departments.
- l. Ensures that the Faculty's documentation regarding programmes and modules are submitted according to the target dates for the meetings of the Faculty Board, the Programme Advisory Committee (PAC) and the Senate's Academic Planning Committee (APC).
- m. Represents (on invitation) the Faculty at meetings of the Programme Advisory Committee (PAC) and/or the Senate's Academic Planning Committee (APC).
- n. Coordinates the follow-up work resulting from the different institutional committees during the processes of programme design and review to ensure that the conditions are met and that re-submissions are correct and on time.
- o. Liaises continuously with the faculty secretary regarding the administration of the academic offering of the Faculty (which may include the preparation of the Faculty's Year Book).

² This implies that all faculties run a formal annual process for the review of all their programmes. This does not mean that all programmes are necessarily changed every year.

- p. Monitors the success rates (including retention rates, pass rates, through-put rates and graduation rates) of programmes.³

Programme Coordinators

The specific regulations for Programme Coordinators can differ from faculty to faculty. All faculties' regulations for programme coordinators, how ever, must meet the following minimum requirements:

1. Appointment, brief, reporting, term

- a. there is a Programme Coordinator for every programme (undergraduate and postgraduate programmes),
- b. a Programme Coordinator may have a programme-specific programme committee to support him/her in the coordination of the programme,
- c. a Programme Coordinator may coordinate more than one programme,
- d. Programme Coordinators report to the Chair of the Faculty's Programme Committee,
- e. Faculty Board appoints the Programme Coordinators,
- f. Faculty makes appropriate arrangements to ensure continuity and makes its own decisions about the term of office of Programme Coordinators.

2. Responsibilities and duties

- a. Leads the activities of the programme-specific programme committee (where applicable).
- b. Liaises (where applicable) with other faculties and departments regarding the delivery of service modules in a programme.
- c. Provides information regarding the programme to
 - i. Lecturers.
 - ii. Faculty secretaries (it is the responsibility of the faculty secretaries to handle enquiries from students and parents).
 - iii. The Careers Office of the University.
 - iv. Marketing committees of the University and the Faculty.
- d. Coordinates the delivery of the programme in cooperation with the Departmental Chair and plays a role to ensure that the programme integrity is maintained.
- e. Monitors the following and begins to take action where issues for attention arise
 - i. that the programme outcomes are achieved
 - ii. that appropriate assessment criteria and assessment methods are used
 - iii. that integrated assessment takes place
 - iv. that student feedback on the different modules is collected
 - v. that student feedback on individual modules are followed up,
 - vi. that student feedback on the programme as a whole is collected from final year students and that this feedback is followed up.
- f. Initiates and leads the annual programme review and reports to the Chair of the Faculty's Programme Committee.

³ The Division for Institutional Planning sends this data to the Programme Coordinators.

- g. Documents programme changes resulting from the annual programme review process.
- h. Presents programme changes at meetings of departments and of the Faculty's Programme Committee.
- i. Liaises continuously with stakeholders in the world of work to ensure the responsiveness of the programme.
- j. Leads the periodical internal and external programme evaluation processes for accreditation purposes, including the development of the self-evaluation portfolio.