

## CASPP010-Academic Program Development and Review Policy Procedures

### 1. Purpose

The aim of these procedures is to set up a systemic framework for the process of reviewing the academic programs to ensure their execution via the same mechanism and along all academic programs delivered at the colleges.

### 2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply

**PD:** Program Director

**OAAA:** Oman Academic Accreditation Authority

**CAS:** Colleges of Applied Sciences

**DG:** Director General

**The External Arbitrator:** a university professor with extensive academic experience in his/her field and in reviewing academic programs in Oman or abroad.

### 3. Procedures

**First: The Academic Council Approval of the Concerned Program Review Procedures.**

**Second: Forming the Committees and Setting Responsibilities:**

1. Form a Program Review Committee with the membership of the concerned PD and a number of the Colleges' Deans and Heads of Departments.

2. The program shall be reviewed according to principles identified by the Academic Program Development and Review Policy (CASP010) to review a program (when the program completes five years of its implementation, or when finding sufficient credible evidence that it is unlikely to achieve the intended objectives of the program).

3. The Committee shall set the standards and indicators of reviewing the respective program to confirm that the program is achieving the required objectives such as:

- The program compatibility with the acknowledged international standards and the OAAA requirements.
- The program compatibility with the national priorities and the labour market needs and requirements.
- The availability of clear graduate general skills which are included in the academic programs. The educational objectives of the academic courses shall be compatible with general skills.
- The compatibility of assessment methods with the courses' educational objectives.

4. The Main Committee shall set up a detailed work plan that includes tasks, responsibilities and timings of review.

### **Third: The Internal Review (Self-study)**

- Review the graduation and study plans requirements.
- Study the contents of the courses.
- Study the range of compatibility between the theoretical and practical aspects.
- Study similar programs at some internationally accredited similar educational institutions.
- Record all required changes and modifications to be adopted in the light of the vision of the academic faculty members and graduates, who are currently employed.
- Study the quality audit reports recommendations (the First Stage of Academic Accreditation) and the standards and measurements of the Assessment Stage against the standards (the Second Stage of Academic Accreditation) that are issued by the OAAA.

**Fourth: Presenting the Self-study Report to the Academic Council**

**Fifth: Updating and Developing the Academic Programs in the Light of the Self-Study Results, Which Are Approved by the Academic Council.**

**Sixth: The External Review**

- Sending review reports to the External Arbitrators (inside and outside Oman).
- The Program Review Committee shall study and analyse the External Arbitrators' reports and recommendations.

**Seventh: Present the Program's Final Results of the Review before the Academic Council.**

**Eighth: Refer the Review Results to the Board of Trustees for Approval.**

**4. Supporting Materials**

- 4.1- The Arbitrators' Forms
- 4.2- A Letter of Authorisation
- 4.3- The Program's Terms of Admission
- 4.4- Guidelines to Write the Program Review Report.
- 4.5- The Program Review Form
- 4.6- The Course Review Form

**5. Approval Agency**

The Board of Trustees.

**6. Approval Dates**

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018



This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

## 7. Procedures Sponsor

The General Director of the Colleges of Applied Sciences.

## 8. Contact person

The Deans of the Colleges

Program Directors