



College Academic & Curriculum Committee (CACC)

Terms of Reference (ToR)

1. Name

College Academic & Curriculum Committee (CACC) – for each College at Fahd Bin Sultan University.

2. Purpose/Mission

- To ensure the academic quality, coherence, and relevance of the College's curricula and academic programs in alignment with FBSU's mission, vision, strategic plan, national accreditation standards, and stakeholder needs.
- To oversee the development, revision, implementation, and monitoring of curricula, courses, course sequencing, learning outcomes, and related academic practices within the College.

3. Scope

The committee's scope includes:

- All undergraduate (and postgraduate, if applicable) academic programs in the College.
- New program proposals, curriculum revisions, course additions or deletions.
- Course specifications / syllabi, learning outcomes / course objectives.
- Review of assessment methods and student learning outcomes.
- Ensuring curriculum coherence, avoiding overlaps or gaps among courses.
- Ensuring courses / programs meet accreditation requirements and external benchmarks.
- Reviewing educational resources relevant to the curriculum (textbooks, labs, software).
- Monitoring student feedback, employer / alumni feedback, and using that for improvements.

4.Membership

Suggested membership of the CACC at FBSU:

Role	Member/Representation
Chair	Dean of the College or appointed Associate Dean for QA
Vice-Chair	Program Coordinator(s) or senior faculty member with curriculum expertise
Program Coordinators	Each program in the College should have a representative
Faculty Members	From each specialization / discipline within the College
Course Coordinators	For large or multi-section courses
Assessment / Learning Outcomes Officer	Faculty member responsible for assessment and outcome measurement
Student Representative(s)	Ideally one or more students for learner feedback perspective
Administrative / Support Staff	For documentation, scheduling, logistics, data collection

Additional possible members:

- External stakeholder (employer / alumnus) if available
- Lab supervisor

5.Reporting& Accountability

- The CACC reports to the College Council and to the Deanship of Quality & Academic Accreditation at FBSU.
- Provides periodic (semester, annual) reports including curriculum changes, course evaluations, outcome achievement, gaps identified, improvement actions.
- Coordinates with department-level curriculum / academic committees.
- Ensures that any modifications follow university policies and accreditation regulations.

6.Duties&Responsibilities

key duties:

1. Program & Curriculum Review

- Periodically review program study plans (curricula) to ensure currency, relevance, structure, and coherence.
- Propose changes to program curricula: adding/removing courses; updating prerequisites; adjusting credit hours; ensuring alignment with learning outcomes.

2. Course Specification & Syllabi Oversight

- Ensure each course has an up-to-date course specification (objectives, learning outcomes, content, teaching/learning strategies, assessment).
- Review syllabus proposals and modifications.

3. Learning Outcomes & Assessment

- Ensure program-level and course-level learning outcomes are defined, measurable, and aligned with accreditation standards.
- Review assessment methods and student performance data; monitor whether outcomes are being met; follow up on underperformance.

4. Quality Assurance & Accreditation Compliance

- Ensure compliance with national/international accreditation criteria (e.g., NCAAA / Education & Training Evaluation Commission) and university QA policies.
- Maintain required documentation for audits or reviews.

5. Stakeholder Feedback & Benchmarking

- Collect and analyze feedback from students, graduates, employers.
- Benchmark against similar programs nationally/internationally.

6. Resources & Educational Materials

- Ensure that textbooks, labs, software, learning materials are adequate, relevant, and updated.
- Coordinate with library, labs, IT, etc., when curriculum needs new resources.

7. Avoidance of Redundancy and Gaps

- Review course offerings for content overlap, unnecessary repetition, missing essential topics.

- Ensure proper sequencing and prerequisites to enable student progression.

8. Continuous Improvement

- Develop and monitor action plans to address identified issues.
- Evaluate the effectiveness of previous curriculum changes.

7.MeetingFrequency&Procedures

- Meets at least once per semester; more often if needed (e.g. when reviewing many curriculum proposals or preparing for accreditation).
- Agenda circulated in advance; all relevant documentation provided to members before meeting.
- Minutes taken and decisions & action items clearly recorded; follow up on previous action items.

8.Decision-Making

- Decisions by majority vote (if consensus not possible), with Chair having a casting vote if needed.
- Recommendations for major curriculum or program changes require approval by the Dean, College Council, and possibly university governance bodies.

9.Documentation&Record-Keeping

- Maintain up-to-date versions of program specifications, course specifications, syllabi.
- Document all proposals for curriculum changes and their approvals.
- Keep records of assessment data, feedback reports, benchmarking reports, action plans, follow-up.

10.EvaluationofCommitteeEffectiveness

- Annually review the performance of the committee: are curriculum changes timely?
Are learning outcomes being met? Is stakeholder feedback addressed?



- Assess whether committee membership, workload, meeting frequency, and processes are adequate. Adjust as needed.

11. Authority

- The committee has the authority to recommend curriculum changes within the College.
- Access to data and resources required for its functioning (course evaluations, student performance, teaching resources).
- Does **not** itself approve major program proposals, budgets, or structural changes — these are submitted through the chain (Dean → College Council → University Senate / Council) as per FBSU policy.