



## **Department Academic & Curriculum Committee (DACC)**

### **Terms of Reference (ToR)**

#### **1. Purpose / Mission**

- Ensure the academic integrity, quality, relevance, and continuous improvement of the department's undergraduate (and where relevant postgraduate) programs.
- Oversee the curricula, courses, assessment strategies and ensure alignment with the university mission, national accreditation standards, and needs of the job market and stakeholders.

#### **2. Membership**

Suggested members might include:

- Department Head / Chair (Chair of the Committee)
- Program Coordinator(s) for each program under the department (if applicable)
- Representative(s) of faculty who teach in core courses/curriculum development
- Faculty member responsible for assessment / learning outcomes
- Student representative (optional but encouraged)
- Where applicable, representative(s) of external stakeholders (alumni, industry)

#### **3. Authority & Reporting**

- Reports to the **College Curriculum Committee** (if exists) or the College Council.
- Coordinates with FBSU's Deanship of Quality & Academic Accreditation.
- Makes recommendations for changes (curriculum, courses, assessment) which are subject to approval by higher-level bodies (e.g. College, University Council) as per university policies.

#### **4. Responsibilities / Duties**



The committee should perform tasks such as:

- Review and propose changes to program curricula / study plans, ensuring they remain current, relevant, aligned with program and university objectives.
- Review and approve (or propose recommendations for) course specifications / syllabi: including course objectives, learning outcomes, teaching methods, assessment methods.
- Ensure the alignment of program learning outcomes with national accreditation requirements (e.g. NCAAA or Saudi Arabia's Education & Training Evaluation Commission) and with any applicable international accreditation standards.
- Analyze student feedback (e.g., course evaluations), assessment data (grades, pass/fail rates), alumni/employer feedback, and recommend improvements.
- Monitor compliance with university policies (academic integrity, prerequisites, credit hours, etc.).
- Propose and review new academic programs (or specializations) from departmental level, including justification & benchmarking.
- Review and periodically revise the program mission, goals, learning outcomes.
- Recommend or review textbooks and reference materials.
- Liaise with the QA Deanship / College QA units to ensure required documentation for accreditation is maintained.
- Ensure that all course descriptions are made available to students (e.g., via syllabus or university website) in the approved form.

## 5.MeetingFrequency

- Meet at least once each semester; more frequently as needed (e.g., when working on accreditation, or major revisions).
- Adequate notice of meetings must be given; minutes must be recorded and circulated.

## 6.Decision-makingandActionPlans

- Decisions are by consensus where possible; if necessary, by majority vote.





- Recommendations requiring resource allocation, structural changes, or program creation should be routed to the college dean / university council as per FBSU policy.

## **7. Documentation and Record Keeping**

- Maintain minutes of all meetings.
- Keep records of all proposed and approved curriculum and course modifications.
- Maintain archived versions of syllabi, curriculum plans, program specifications.
- Collect and store assessment data, student feedback, external stakeholder input.

## **8. Evaluation of the Committee Itself**

- Periodic self-evaluation (e.g. annually) of the committee's effectiveness: how well recommendations were implemented, whether objectives are met, whether there is evidence of improvement in student outcomes.
- Adjustments to committee work or membership based on evaluation.

## **9. Relationship with Other Committees/Stakeholders**

- Coordinate with College Curriculum Committee, College Council, University QA/Accreditation Deanship.
- Engage with faculty, students, alumni, and, if possible, industry stakeholders.

## **10. Resources**

- Access to relevant academic policy documents, accreditation standards, national qualification frameworks.
- Support from administrative / QA staff.
- Access to data (student assessments, feedback, resources).