




## WCCN Programme administrative policy

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Policy Task Team			2018/05/04

<b>Approved by</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
College Senate	Head of Academia		2018/05/04

All Change requests should be submitted to WCCN

<b>REVISION</b>	<b>TITLE OR BRIEF DESCRIPTION</b>	<b>ENTERED BY</b>
2021/12/21	Rebranding	Dr T M Bock
2024/01/12	Re-branding	Dr T M Bock

### SENATEP REAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



## 1. INTRODUCTION

As the only nurse training college in the Western Cape, driven by its mission and vision, with a unique institutional culture, the Western Cape College of Nursing has adopted this Policy for Programme administrative services.

## 2. POLICY STATEMENT

The Heads of Departments are responsible for the academic programme management in their departments and are advised by the College Senate, College Council and Heads of Campuses. An institutional academic standards committee (ASC) will be established under the WCCN Senate. All amendments to existing academic programmes, including the proposal for the offering of new programmes should be supervised by the Heads of Departments and tabled at the College Senate who will deliberate any recommendations for institutional approval.

## 3. DEFINITION

Academic programme management: Refers to activities executed by academics in departments at the WCCN, including the development of new programmes to be considered by the HEQC, SAQA and SANC to become part of the WCCN approved programmes.

## 4. RULES AND PROCEDURES

Rules and procedures for academic programme management are compiled by the Head of Department: Teaching and Learning and the heads of Campuses in consultation with the Heads of Departments in collaboration with the academic body. These rules are revised from time to time to ensure efficiency and effectiveness.

## 5. PROCEDURES AND RULES IN SUPPORT OF THE POLICY FOR PROGRAMME ADMINISTRATIVE SERVICES

**5.1 The Senate will establish the Academic Standards Committee (ASC) as a standard** committee with the purpose to oversee the academic process management at the WCCN. The process and procedures for academic programme management will be determined by ASC in consultation with the senate. The chairperson of ACS is the Director of WCCN.

### 5.1.1 Process map

a) Campus process: An academic member of staff needs to make an amendment/ change to a programme or wants to propose a new programme

Teaching and learning HOD support the notion for compliance with ASC and submits the application to the Director

b) Institutional administrative/support process for the Director

If the Director is satisfied with the merit of the application for the new programme, the application will be sent to ASC

ASC review the submission and application and prepare it to be submitted to Senate

c) Institutional process

Applications submitted by a campus for consideration by Senate will be tabled at the Academic governance meeting and then forwarded to ASC for discussion and approval. A register of the decisions by ASC is submitted to Senate for ratification.

## **5.2 Bodies in academic programme management processes**

The composition of the Academic governance body and Senate are described in the statute of WCCN.

5.2.1 It is proposed that ASC is formed as follows:

Permanent members

- Head of teaching and Learning
- Head of Student matters
- Campus Heads
- Heads of Departments
- Head of Quality Management (Under portfolio of an HOD)
- Head of Management Information (Under portfolio of an HOD)
- Head of Academic Administration (Under portfolio of an HOD)
- Head of Research (Under portfolio of an HOC)
- Representative Western Cape Government Department of Health

Members in attendance on an Ad Hoc basis

- Academic members representing different campuses
- SRC representatives
- External evaluators or moderators
- Secretary

## **5.3 Terms of reference for ASC**

5.3.1 Evaluate all new and revised academic proposals submitted by academic staff and recommended by academic governance

5.3.2 Report to Senate by providing a register of approved ASC decisions for ratification by Senate

5.3.3 Formulate, review and revise the effectiveness of the academic programmes and management policy

5.3.4 Oversee the approval and communication processes of the WCCN to secure approval of programmes by the DHET, SAQA, CHE and SANC and the necessary compliance thereof

## **6. ROLES AND RESPONSIBILITIES**

6.1 Programme owners:

Academics are the programme owners and presenters and are mainly responsible to oversee the continuous improvement of quality at the WCCN. Information gathered from Quality management processes and external programme evaluation processes, reviews by professional bodies should be used to develop quality improvement plans that should be implemented by academics. HOD Teaching and Learning, HOD's and Campus Heads are responsible for the monitoring and implementation of Quality Management and improvement plans for academic programmes.

6.2 Teaching and Learning Department

The main function of the teaching and learning department is to oversee the quality of

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academic programmes offered by the WCCN. HOD's should advise the Director about the continuous management and development of academic programmes to ensure the enhancement of quality of programmes offered at the WCCN.

### 6.3 Senate

Senate is the highest academic authority in the WCCN, with one of its main functions to oversee the quality of the academic programmes in all departments of the WCCN. Recommendations by Senate are made in the spirit of ensuring continuous management and development of academic programmes to ensure the enhancement of the quality of academic programmes offered at the WCCN.

### 6.4 Academic Standard Committee (ASC)

The WCCN Academic Standard Committee considers and approves the recommendations made by Senate in terms of academic management to ensure that these decisions are implemented across all campuses and communicated to all external and internal bodies

## 7. OTHER RELEVANT INSTITUTIONAL POLICIES

Quality Management Policy

Provision of information policy

Identifying non-active and at-risk students

Dealing with the diverse needs of students

Ensuring the integrity of certification

## 8. REFERENCES

Academic Programme Management Policy NMU. Available online at:

[http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/8P-8.1-programme\\_management\\_e.pdf](http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/8P-8.1-programme_management_e.pdf) [Accessed 9 February 2018]