

TKU Guidelines on Curriculum Reform and The Process of Review

Secretariat Regulation No. 1010000107 (12/11/2012)

1. The *TKU Guidelines on Curriculum Reform and The Process of Review* (herein referred to as “These Guidelines”) were formulated to help further implement TKU bachelor-level course reform.

2. TKU bachelor-level curriculum can be divided into three broad categories: “General Education” courses, “common courses” offered by TKU colleges, and “professional (or specialized) courses” offered by each department. The first category of courses is designed by the General Education Committee; the second by the College Curriculum Committee; and the third by the Department Curriculum Committee.

3. Regulations related to common courses at the university level are formulated separately by the General Education Committee; regulations related to common courses at the college-level are formulated separately by the College Curriculum Committee.

4. Courses offered in each academic discipline by TKU departments and under the General Education Curriculum are formulated individually by curriculum committees from each academic department and from each “unit” of the General Education Curriculum (different “units of study” represent different academic disciplines). The formulation of such courses should account for national and social demands, trends in industry development, the direction of TKU development (its mission and vision), the educational goals of each department or each “unit” of the General Education Curriculum, TKU’s Eight Essential Qualities, the core abilities for each department, the Triple Objectives of Education, and cross-discipline credits and programs, etc. Every four years, these organizing bodies should carry out a progress inspection, to try and better align school development with student demand.

5. After the structure of a course is formulated, the conveners of curriculum committees from each department or each study unit of the General Education Curriculum must nominate five scholars or experts from outside of TKU. After being approved by the dean of the college or the chair of the General Education Committee, the list of five nominated experts should be sent to the TKU President. Out of these five nominees or any other external scholars or experts, the President must select two

people to serve as Curriculum Structure External Auditors. These two External Auditors are responsible for assessing whether the proposed course and its structure conform to the essential TKU values described in point 4 (above). After the external assessment is completed, the course may be submitted – in accordance with related procedures – to the appropriate curriculum committee for review and evaluation.

6. Regulations for the structure of courses for each study unit of the General Education Curriculum are outlined below:

- a) All courses from each unit must be sent for external review once every four years.
- b) Courses from each unit of study should be evaluated by considering whether they comply with the educational goals of the unit, the TKU “Eight Essential Qualities”, and other such criteria.
- c) The hiring of new faculty members should be carried out in accordance with demands for new teachers dictated by the structure of offered courses.
- d) After undergoing external review, the course must be appraised by the curriculum committee of the relevant department or unit of study. Records from the committee meeting (and feedback from the external review) should be sent to the Office of Academic Affairs for future reference.

7. Regulations governing the structure of courses offered by each academic department are given below:

- a) The structure of courses in each department should be externally reviewed once every four years. However, if changes have been made to the structure of courses offered to new freshmen in any academic year, a separate external review should be held (this does not include changes to the year of the students it accepts – freshmen, sophomore, etc. – or the semester in which it is offered).
- b) Compulsory and elective professional courses offered by each academic department should be assessed to ensure they conform to the department’s educational objectives and the core abilities it hopes to instill in its students, as well as other integral values (characteristics of department development, “Triple Objectives of Education”, etc.).
- c) For new bachelor students from each academic department, the maximum number of compulsory course credits that may be taken (including credits for both compulsory “core” and “professional” courses) is represented as a percentage of the overall number of credits required to graduate. With the exception of students from the College of Foreign Languages and Literatures – whose maximum limit for taking

compulsory course credits is 75% of the total credits required for graduation – the maximum percentage for students from all other departments is 70%. The minimum percentage for students taking elective courses offered by a department is 15%.

d) Regulations on compulsory and elective courses and the minimum number of elective credits and graduation credits to be obtained by new bachelor students from each department should be determined and then submitted, in sequential order, to the curriculum committee at each level for review and evaluation. This should be done, at the very latest, in the preceding academic year. However, if the information has not changed since the previous academic year, this review process is not required.

e) The above-mentioned specifications regarding compulsory courses, minimum required credits for elective courses from students' department of study, and minimum required credits for student graduation must not be modified or changed during the four years since a particular grade of freshmen entered TKU. Elective courses may not be changed in the first two years of new students entering TKU. If, due to a legitimate reason, a change needs to be made to the year of the students it accepts – freshmen, sophomore, etc – or the semester in which it is offered, an external review will not be required. However, such changes must first be passed in a college-level administrative meeting and then sent to the Office of Academic Affairs for future reference.

If it has already been two years since a specific grade of students entered TKU, and an academic department wishes to change its elective courses, it should do so in accordance with points 7. and 8. of These Guidelines and then submit these proposed changes to the Curriculum Committee at each level for review and evaluation.

f) New teachers should be hired in accordance with course demands.

g) After passing the process of external review, courses must then be evaluated by the Curriculum Committee from the department or unit that offers the course. A record of the Committee meeting (and feedback from the external auditors) must then be sent to the Office of Academic Affairs for future reference.

8. The Curriculum Committee of each academic department and from each unit of the general education curriculum should strive to implement policies that enhance the competitiveness of TKU students in the workplace, as well as incorporating the opinions of students, alumni, and industry representatives, continually reviewing and

modifying professional courses, and – in accordance with the results of student study questionnaires – work to improve course design and instruction. If a course being offered has never been offered before or has not been offered for the previous four years (hereafter referred to collectively as “new courses”), the convener of the Curriculum Committee from each department or each unit of the general education curriculum must nominate five scholars or experts from outside of TKU. After being approved by the dean of the relevant college or the chair of the General Education Committee, the list of the five nominated experts should be sent to the TKU President. Out of these five nominees or any other external scholars or experts, the President must then select two people to serve as External Auditors for new courses. These people will be responsible for ensuring that the new course and its course structure are coherent, that the course content is suitable, and that the specialization of course instructors complies with course demands. After the conclusion of the external review, the course may be submitted, in accordance with related procedures, to the relevant Curriculum Committee for review and evaluation.

9. Regulations on new courses offered by each academic department and each unit of study in the general education curriculum are outlined as follows:

a) A maximum of five new courses may be implemented each academic year. Before being sent for external review, the courses must first be submitted to the Curriculum Committee of the relevant academic department or general education unit, which must deliver an accurate appraisal of course content, and fulfill the function of supervisor. It should also combine and integrate courses of similar nature so as to avoid having overlapping or extraneous courses.

b) After undergoing external review, new courses must be appraised by the Curriculum Committee of the relevant department or unit. Records from the committee meeting (and feedback from the external review) should be sent to the Office of Academic Affairs for future reference.

10. The Curriculum Committees from each academic department and each general education unit must hold committee meetings at least four weeks prior to university-level Curriculum Committee conferences, so that if there are changes to the courses they may be brought up immediately and submitted for review and evaluation during college-level administrative meetings and university-level Curriculum Committee conferences.

11. All forms and documents to do with course structure required for the external

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review of new courses are formulated by the Office of Academic Affairs.

12. The funds needed to enable the course review and evaluation are provided by the Office of Academic Affairs as part of its annual budget. In accordance with *TKU's Rules and Regulations Related to Accounting*, the relevant body must apply for and gain approval for the use of such funds.

13. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.