MOI UNIVERSITY

COLLEGE OF HEALTH SCIENCES

SCHOOL OF MEDICINE

GUIDELINES FOR

THE CURRICULUM IMPLEMENTATION AND EVALUATION COMMITTEE

(CIEC)

TERMS OF REFERENCE FOR THE CURRICULUM IMPLEMENTATION AND EVALUATION COMMITTEE (CIEC)

The following shall be "Terms of Reference".

The CIEC shall:

1. Through Year Coordinators oversee the implementation of all the undergraduate academic programmes in the Faculty. For this purpose, each coordinator shall report in all regular CIEC meetings on matters related to the implementation of the course in the year of study.
2. Through the year coordinators, oversee all matters relating to undergraduate students' assessment.
3. Through the year coordinators, ensure that regular evaluation of programmes takes place. To this end, year coordinators shall, at the end of academic term, present to a CIEC meeting the consolidated recommendations arising from the meeting of course coordinators for the year of study.
4. Through the Timetabling coordinator prepare timetables for course implementation, CATS and EYE.

CONDUCT OF BUSINESS OF THE CURRICULUM IMPLEMENTATION AND EVALUATION COMMITTEE (CIEC)

(a) Notices of regular meeting shall be sent to members to remind them not less than seven (7) days before the meeting is due to take place.
(b) All members shall send their reports in writing to the Secretary of the Committee at least two (2) days before the meeting.
(c) Any other business to be discussed shall be notified to the secretary at least 24 hours before the meeting.
(d) Agenda shall be prepared before the meeting.
(e) Order of business:-
    (i) Minutes of last ordinary and any other meetings since then shall be confirmed.
    (ii) Matters arising from the minutes shall be discussed.
    (iii) Coordinators report shall be discussed.
    (iv) AOB as referred to in C above.
(f) CIEC meeting shall:-
    (i)   Start at the time advertised or within 30 minutes thereof if quorum has been realized.
    (ii)   Be called off if quorum has not been realized 30 minutes after the advertised time.

(iii)   Use a quorum worked out as follows:
50% of (membership- including number of members who have sent their apologies) + one.
(iv)   Normally last up to two hours.

(g)   The chairman shall declare the opening and closing of each meeting, direct the discussions, accord permission to speak and preserve order at meetings.

(h)   The CIEC shall normally reach its decisions by consensus.

ROLES OF YEAR COORDINATORS

1.   **Oversee the activities of course coordinators**
   ➢ Ensure all courses are implemented well including rotations in the clinical years.
   ➢ Ensure all courses are assessed.
   ➢ Plan for expert input in difficult subjects.
   ➢ Feedback to CIEC secretariat on implementation issues.

2.   **Coordination of Exams**
   ➢ ETEs administered and results availed to School Board.
   ➢ EYEs administered, results collated and presented to School Board.

3.   **Student Issues**
   ➢ Meet students to know their problems/help out.
   ➢ Follow up on student attendance at tutorials and other educational experiences.
   ➢ Orient students, introduce to tutors, give information on daily timetable.
   ➢ Link students to their academic counselors.
   ➢ Facilitate and encourage student cohesion.

4.   **Others**
   ➢ Sort out tutor/lecturer problems.

ROLES OF COURSE COORDINATORS

1.   **Coordinating activities relating to implementation of the course**
   ➢ Coordinate with HODs of various disciplines in improvement, preparation, modification and availability of tutorial booklets and tutor guides.
   ➢ Make daily timetable for teaching and practicals.
   ➢ Distribute available time to disciplines with input for teaching the course.
   ➢ In clinical areas – distribute and plan rotation of students.
   ➢ Coordinate with HoDs of various disciplines in improvement of tutorial booklets.
   ➢ Liaise with course tutors.
   ➢ Coordinate the giving of introductory overviews.
   ➢ Participate in review and development of course materials.
   ➢ Give feedback to Year Coordinator on the course.
   ➢ Ensure proper hand over to incoming course coordinators and tutors.
   ➢ Receive feedback from tutors and students

➢ Ensure proper student attendance and organize for catch-up.

2.   Coordinating examination activities
➢ Distribute and allocate time for ETEs.
➢ Proof read ETEs.
➢ Conduct the exams, distribute scripts for marking, collate marks and hand over to Year Coordinator/HoD for further processing.
➢ Ensure adequacy and appropriateness of exams.
➢ Report irregularities in exams.

3.   Student issues
➢ Receive students and introduce to the course.
➢ Receive and act on complaints from students.
➢ Ensure attendance to tutorials.

4.   Course Evaluation
➢ Conduct an outcome based evaluation of the course.