Workshop that will benefit the Programme Leaders

Background

Programme Leaders play an important role at the colleges of the University. The upbringing of a particular programme depends on how effective a programme leader is, in managing programmes at a college. The role of a Programme leader starts from development of a programme where he/she needs to showcase his/her leadership skills in managing the programme development team. Besides the management skills, programme leaders also need to have knowledge in curriculum design and implementation. In the following, we describe how programme leaders are involved stating from the programme development stage to implementation of programme along with the training topics that will benefit them.

Roles of Programme Leaders

1. Programme Development

   During programme development, programme leader leads the programme development team and coordinates the following task in consultation with Dean of Academic Affairs:

   - To conduct needs analysis survey of a proposed programme;
   - To prepare programme planning proposal document for the Academic Planning and Resource Committee (APRC) for planning approval;
   - After planning approval, to lead the programme team in designing the curriculum and the programme including validation document.

2. Programme Implementation

   Once the programme is approved and launched, the roles and responsibilities of the programme leaders increase by many folds. Programme leaders support the Dean Academic Affairs in the following areas:

   - Procuring material resources approved by the APRC ;
   - Recruitment of faculty members to teach the programme;
   - Assigning tutors for each module;
   - Monitoring the health of the programme;
   - Chairing the Programme Committee Meeting;
   - Collecting feedback both from students and module tutors;
   - Presenting the progress report of the students to the Programme Board of Examiners;
   - Submitting the plan for the programme for the next Semester.

3. Programme Review
   The Wheel of Academic Law of the University allows to propose changes to the programme with proper justification for change. The programme leaders are also responsible for monitoring and reviewing the programme and proposals for changes.
   - The programme leader compiles the module report submitted by module tutors every semester to make an Annual Programme Monitoring Report;
   - If a programme (based on the feedback from module tutors and students) needs major or minor changes before the completion of the cycle, the programme leader has to propose change to the Programme Committee and then to the other relevant committees at higher levels;

- The programme leader is also responsible for preparation of programme review document and the necessary analysis and studies when the programme completes the cycle.

Training Needs for Programme Leaders

In the context of roles and responsibilities shouldered by the programme leaders while managing the programme, it would be useful if they could be provided with a training workshop that practically focused on the challenges programme leaders would face while executing above mentioned roles and responsibilities.

Content of the training workshop could include, but not limited to, the following:

1. Fundamentals of Management:
     - The role and importance of management;
     - Building Effective Team and Team Management;
     - Effective Communication;
     - Effective Delegation of Responsibilities;
     - Time Management.
2. Programme/ Curriculum Design
     - Types of curriculum;
     - Elements of Curriculum Design;
     - Processes involve in Designing;
          - Needs Analysis Survey (relevant case studies)
     - Implementing, Monitoring and Reviewing;
     - Curriculum Evaluating and Bench Marking.
     - Feedback
          - Collection and analysis both from students and tutors;
          - Usage of feedback for enhancing quality of the programme;
          - Closing the loop