

# Standard Operating Procedure: Curriculum Development & Evaluation Committee (CDEC) - Version 2026.1

**Institution:** Faculty of Medicine, University of Jaffna

**Effective Date:** 01/03/2026

**Review Date:** 06/02/2026

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## 1. Purpose and Scope

The purpose of this SOP is to establish a standardized framework for the CDEC to manage, evaluate, and improve the undergraduate medical curriculum. This ensures alignment with the Sri Lanka Medical Council (SLMC) standards, Subject Benchmark Statements, and the faculty's mission and Program Learning outcomes (PLO)s.

## 2. Responsibilities

- **Chairperson (CDEC):** Oversees all operations, schedules meetings, and reports to the Faculty Board.
  - **Secretary:** Maintains minutes, tracks agenda items, and manages documentation.
  - **Committee Members:** Review proposals, analyse feedback, and conduct audits.
  - **Module/Phase Coordinators:** Submit relevant data and proposals to the CDEC for review.
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## 3. Procedures

### A. Approving Major Changes to the Curriculum

*Definition: Changes to the curriculum model, substantial changes to mission, PLOs, and Intended Learning Objectives (ILOs), changes to total credit value, or duration of the course. This will occur every six years based on the Faculty Curriculum Revision Policy document of 2017.*

1. **Proposal Submission:** A detailed proposal justifying the major change, including impact analysis and resource requirements are submitted by the Head of the department/ stream coordinator/ phase coordinator/ module coordinator or Medical Education and Audio-Visual Unit (MEU).
2. **CDEC Review:** The committee reviews the proposal for alignment with the Faculty Mission, Strategic Plan, SLMC guidelines and UGC guidelines.
3. **Endorsement:** If approved, CDEC submits a recommendation report to the **Faculty Board**.
4. **Higher Approval:** Upon Faculty Board approval, the proposal is forwarded by the Faculty Board to the Curriculum Evaluation Committee (CEC) of the University and the University Senate for final ratification.
5. **Implementation:** Changes are implemented only after receiving Senate approval.

## **B. Approving Minor Changes to the Curriculum**

*Definition: Adjustments to specific topics, teaching-learning activities, assessment formats within a module/ subject/ stream, or sequencing of topics that do not alter the overall PLOs.*

1. **Request:** Module Coordinators submit a "**Minor Change Request Form**" to the CDEC Secretary at least three months prior to the commencement of the module/ stream/ subject.
2. **Approval:** The CDEC reviews the request to ensure it aligns with the faculty mission, PLOs and other requirements and approved.
3. **Notification:** The decision is recorded in the minutes and the request is forwarded to the Faculty Board following which it will be forwarded by the Faculty Board for the approval of the CEC of the University and University Senate.

## **C. Approving Educational Material**

*Scope: Study guides, logbooks, media, and e-learning resources.*

1. **Draft Submission:** Authors or Departments submit draft materials to CDEC along with filled "**Education Material Review Application Form**".
2. **Quality Check:** CDEC appoints two reviewers (internal or external) to check for:
  - Clarity and accuracy.
  - Alignment with specific ILOs.
  - Formatting.

One reviewer will be a specialist in the field of the submitted educational material whilst the other reviewer will be a specialist in medical education.

3. **Revisions:** Feedback is provided to the authors for necessary corrections.
4. **Final Approval:** Once approved, CDEC forwards the resources to the approval of the faculty board following which it will be forwarded by the Faculty Board for the approval of the CEC of the University and University Senate.

## **D. Reviewing Student Evaluations**

*Scope: Phase I, Phase II, and Phase III.*

1. **Data Collection:** The Medical Education Unit (MEU) collects anonymous student feedback at the end of every module/phase.
2. **Report Generation:** A summary report highlighting quantitative scores (Likert scale) and qualitative comments is generated by the MEU.
3. **Review:** These are reviewed by the CDEC.
4. **Action Plan:** If major issues are identified, the Module Coordinator could submit a "Remedial Action Plan."

5. **Closing the Loop:** CDEC ensures that changes resulting from student feedback are communicated back to the student body.

#### **E. Annual Review of the Curriculum**

1. **Audit:** the MEU conducts a holistic audit of the entire curriculum at the end of the academic year.
2. **Data Synthesis:** The committee synthesizes data from:
  - Student pass/fail rates.
  - Final year merit list
3. **Gap Analysis:** Identification of redundancy (repetition of topics) or gaps (missing essential topics).
4. **Annual Report:** A comprehensive "Curriculum Status Report" is submitted to the Faculty Board, summarizing the health of the academic program.

#### **F. Annual Performance Review of the CDEC**

1. **Self-Evaluation:** The committee reviews its own performance against its Terms of Reference (ToR).
  - *Metric:* Number of meetings held vs. scheduled.
  - *Metric:* Average turnaround time for proposal approvals.
2. **Feedback:** The Faculty Board or Dean provides feedback on CDEC's effectiveness.
3. **Goal Setting:** The committee sets specific quality objectives for the upcoming year (e.g., "Digitize all study guides").

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#### **4. Documentation and Records**

- **Meeting Minutes:** Must be circulated promptly after each meeting.
- **Change Log:** A master document tracking all major and minor changes by year.
- **Archiving:** All approved educational materials must be archived in the Faculty Library/Repository.