

**ADDRESS BY DIRECTOR TO PARTICIPANTS IN THE WORKSHOP WRITING SYLLABUS
CONTENT OF A NEW COURSE ON NATIONAL COHESSION, VALUES AND PRINCIPLES
OF GOVERNANCE AT ARZIKI RESTAURANT AND CONFERENCE CENTRE ON June 22nd
2016**

It is my honour to welcome all of you gathered here today, for this workshop, whose business is to develop syllabus content on a new Common undergraduate Course, CCS 011: National Cohesion, Values, and Principles of Governance. And before we settle down into the day's business, we want to take a few minutes reminding ourselves about what we mean when we talk of Common Undergraduate Courses; which courses already exist; how the courses are managed; the regulations governing them; admission requirements; Course duration, and other information about the Common Undergraduate Courses.

Common Undergraduate Courses

What are common undergraduate courses?

These are courses which are developed to cut across faculties, schools and institutes. They are taught to all undergraduate students across the board, regardless of the degree of study that the student is undertaking. The syllabi for these courses draw from various disciplines.

Courses offered

Currently, there are 10 common undergraduate courses which have been developed and approved by the Senate for implementation. They are:

CCS 001: Communication Skills

CCS 002: Fundamentals of Development and their applications in Kenya

CCS 003: Human Health

CCS 004: Law in Society

CCS 005: Environmental Science

CCS 006: Chemistry and Its Applications

CCS 007: Science and Technology in Development

CCS 008: Elements of Philosophy

CCS 009: Elements of Economics; and

CCS 010: HIV & AIDS

Coordination

Each common undergraduate course is domiciled in a faculty, school, or institute where it is professionally oriented. For ease of administration and coordination, every Common course is assigned a coordinator appointed by the faculty, school, or institute where the course is domiciled.

Course Coordinators identify and assign lecturers to teach and examine the courses on behalf of the Board of Common Undergraduate Courses. It is their responsibility in liaison with BCUC to ensure that teaching and examination takes place. After the examination is done, the coordinator has to ensure that the scripts are marked promptly, and results forwarded to the relevant faculty, school, or institute.

Course coordinators are also the link between the students and the administration. Students are expected to first direct any queries that they may have about any common course to the respective Course Coordinator and only escalate the same to other levels of management when the coordinator has failed to resolve the issue.

To reach where we are today with our new proposed course whose syllabus we are gathered here to develop, BCUC has worked very closely with the Department of Philosophy, and Religious studies. However, by the close of this workshop, members are requested to determine which department will be more suited to domicile the proposed course **CCS 011: National Cohesion, Values, and Principles of Governance**.

Administration of Common Undergraduate Courses

The Common Undergraduate Courses are administered by the Board of Common Undergraduate Courses in collaboration with relevant faculties, schools, or institutes, where students are enrolled. Thus, at the time of teaching, BCUC through the coordinators assign lecturers to teach the courses, but it is the responsibility of the faculties, schools, or institutes to provide all the teaching materials needed by the lecturer, and the venue for the class. Likewise, during examinations, the board through the coordinators sets the examinations and assigns lead invigilators, but it is the responsibility of the faculties, schools, or institutes to provide the examination venues and extra invigilators when it become necessary.

Admission Requirements

In order to be admitted for any common course, a candidate shall have fulfilled the general minimum university entry requirements, and admitted for any undergraduate course in any faculty, school, or institute. Thus, once a student is admitted for any undergraduate program in the University, he/she automatically becomes a candidate for three common undergraduate courses as per the Statutes.

Course Duration

Common Undergraduate Courses are one semester courses where a student studies the course and sits the final examination in one semester. All other regulations that govern University teaching and examinations apply, and each course consists of a total of 45 lecture hours.

Choice of Courses

Common Undergraduate Courses are classified, as either:

- i. Core
- ii. Elective to all students
- iii. Elective to students from the Sciences; or
- iv. Elective to students from the Humanities

By Statute, a student is required to study and pass all the core courses, and any other of the elective courses, which together (core & elective) should make a total of three common undergraduate courses before graduation.

For ease of administration, while core courses will be statutory, faculties, schools, and institutes shall prescribe the elective courses for their students. This ensures that students of a faculty, school, institute or a department take similar common undergraduate courses without variation.

Teaching of Common Undergraduate Courses

Common undergraduate courses throughout the entire University are taught by lecturers posted by BCUC through the course coordinators. BCUC posts lecturers for common undergraduate courses based on the teaching timetables prepared by the faculties, schools, and/or institutes.

Thus, a faculty, school, or institute will prepare its teaching timetable which it will forward to BCUC as a request for the lecturers. BCUC will pass the same to the Course Coordinators who will then assign the lecturers to teach as per the timetable.

Examination Regulations

Apart from the general regulations that apply to examinations, the following regulations also apply to examinations in Common Undergraduate Courses:

- i. No candidate shall be permitted to take an examination in any course unless he/she attended lectures in that course to the satisfaction of his/her faculty, school or institute and the Board of Common Undergraduate Courses.

- ii. In considering whether or not a candidate proceeds to the subsequent year of study, faculties, schools, and institutes shall consider performance in the Common Undergraduate Courses together with the other courses taken.
- iii. It is a statutory requirement that no candidate is allowed to graduate unless he/she shall have studied and passed in all the prescribed compulsory and elective courses.

Course Classification

I pointed out earlier that Common Undergraduate Courses are classified into:

- i. Core (Compulsory),
- ii. Elective to all students,
- iii. Elective to Science students; or
- iv. Elective to students from the Humanities,

Therefore, by the end of the workshop it should be proposed as to how the new course should be classified.

Teaching of the course

Like most other common undergraduate courses, pillars of the new course will cut across the divide. For example, I foresee that for the new course, input will come from Philosophy and Religious Studies, Political Science and Public Administration, Psychology, Sociology, etc. So, who will teach the course once it is approved for implementation? Therefore I expect that by the end of the workshop a list of possible lecturers will be appended.

Course content

Teaching of any course cannot possibly take place until there is a syllabus. This workshop is convened specifically to develop syllabus content and it is my hope that this will be achieved within the three days of the workshop.