

# Davis Technical College (Davis Tech)

## Curriculum Development & Modification Policy

Effective Date: 15 May 2023

### 1. Purpose

Curriculum development at the Davis Technical College (Davis Tech) follows all relevant institutional policies and procedures. This document clarifies the roles, responsibilities, and processes of creating and maintaining a quality curriculum at Davis Tech.

### 2. References

- 2.1. Council on Occupational Education Handbook of Accreditation
- 2.2. Quality Curriculum Review (QCR)
- 2.3. Educational Excellence Department (EdEx)
- 2.4. Learning Management System (LMS)

### 3. Definitions

- 3.1. **Course** – Specific subject matter comprising part of a program for which instruction is offered within a specified time.
- 3.2. **Quality Curriculum Review (QCR)** –Used by the faculty to create curriculum and by the EdEx team to review curriculum according to designated quality standards.
- 3.3. **Work-based Learning** – Structured learning activities conducted in work settings that are components of educational programs (e.g., externships, internships, clinical experiences, instructional cooperative education, and similar activities).
- 3.4. **Work-based Learning Guides and Agreement** – Serves as the course curriculum and includes objectives, competencies, evaluations, and experiences that the student will complete during the work-based learning experience. The agreement designates a Site Supervisor with appropriate qualifications who will oversee the student work-based learning experience. The student, Site Supervisor, and faculty each sign and receives a copy of this agreement.

### 4. Policy

- 4.1. As subject matter experts, program faculty members are responsible for selecting textbooks and resources applicable to the program. They create content for course syllabi and develop lessons, assignments, and assessments that best prepare students for successful careers in the industry. Instructional Designers in the EdEx department may provide contacts and publishers to faculty to assist in selecting textbooks and other resources as requested.
- 4.2. Instructional Designers will review course content using the QCR process.
- 4.3. Instructional Designers in the EdEx department work with faculty members to structure courses in the LMS. Instructional Designers review course materials to ensure the content is relative to the objectives, has varied evaluation methodologies, and provides engaging educational experiences for students.
- 4.4. To be approved, curriculum, program orientations, and work-based learning documentation will meet the QCR criteria and follow the curriculum development process.
- 4.5. The curriculum will be submitted to the EdEx team by the instructor for review if any changes (major or minor) are made to course content or delivery.
  - 4.5.1. EdEx will review the syllabus, course description, course objectives, learning resources and activities, and assessments to ensure they follow learning science best practices. If changes are necessary, EdEx will inform the faculty and Training Division Director. The faculty, EdEx, and Training Division Directors will determine an appropriate change timeline.

- 4.5.2.** EdEx will add an approval date to the syllabus and the student information system when the curriculum is finalized. This date will be updated each time significant changes are made to a syllabus.
- 4.5.3.** When minor corrections or revisions are made to the curriculum, EdEx will add a revision date to the syllabus.
- 4.5.4.** The curriculum can be modified at any time as long as the course length does not change. Course lengths can only be modified on an annual basis.
- 4.6. Any curriculum that is more than three years old must be updated.**
- 4.6.1.** The approval date will be the date used to determine if the curriculum is current.
- 4.6.2.** Faculty may notify EdEx that they have reviewed the curriculum and textbook and the content remains current and relevant. This notification is done via eform. Once the changes are processed, EdEx will update the approval date.
- 4.7.** Approved and current curriculum will be on file in EdEx for each course in every program during the period it is taught and will be made available to students at the beginning of each course.
- 4.8.** Work-based learning courses also require curriculum. The work-based learning guides and agreement will serve as the course curriculum. The agreement must be signed by and given to every student participating in a work-based learning course.
- 4.9.** A program orientation will be on file in EdEx for each program.
- 4.9.1.** EdEx will review the program orientation, including program description, objectives, and policies, annually using the Program Orientation Quality Checklist.
- 4.9.2.** Faculty can modify the orientation syllabus anytime and submit it to EdEx for approval. The updated version will be published immediately.
- 4.9.3.** Students will have continual access to the most current version of the program orientation in the LMS orientation course.
- 4.10.** Curriculum developed by faculty or employees of Davis Tech for instructional use at the college will be the sole property of Davis Tech.
- 4.11.** Faculty will inform EdEx of any corrections to course curriculum or textbooks sold in the college bookstore using the EdEx eForm. EdEx will update Northstar to reflect these changes upon notification.
- 4.12.** The curriculum will be available in the LMS and/or Print Center.

## **5. Approval and Notes**

President's Council Approval: 15 May 2023