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**RESPONSIBLE ORGANIZATION**: Center for Learning and Leadership (CLL)

**REVIEW DATES:** 

**APPROVED BY**: Assistant Vice President of Operational Excellence,

Planning, and Learning (AVPOEPL)

**DATE**: 09/01/2024

# SUBJECT: Course Development and Revision Policy

#### **PURPOSE**

The purpose of this document is to provide the policy for the development and revision of courses by the CLL department.

#### **SCOPE**

This policy applies to all courses developed and revised by the CLL department.

#### RELATED POLICIES AND PROCEDURES

This policy is in direct alignment with and in support of the following policies and procedures:

1. CLL 1-02A Course Development and Revising Procedure

#### **DEFINITIONS**

*Key Stakeholders* encompasses individuals, groups, or organizations deemed essential to the success of a project and who exert a considerable influence on its overall outcome.

**Program Director/Leader (PD):** Directs one or more educational programs at Logan University.

## **POLICY**

It is the policy of the CLL department to ensure that all courses developed and revised by the CLL department shall follow the steps outlined in the CLL 1-02A Course Development and Revising Procedure. All Courses developed and revised by the CLL department shall be:

- 1. Approved through the Curriculum Committee Process;
- 2. Initiated by Course Development Form Request;
- 3. Created in accordance with Curriculum Committee approved Course Description and Course Learning Outcomes;
- 4. Developed in accordance with Program Director or Program Leader-approved Course Design Plan and Storyboard;
- 5. Reviewed on a regular basis, ensuring that no more than three years elapse between each review; and
- 6. Approved by the College Head.

In addition, the Program Director, or Program Leader shall provide suitable communication and education about new and revised courses to the key stakeholders.



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## **APPENDICES**

Appendix A: Course Development Request Form

## **ENFORCEMENT**

The violation of this policy may lead to disciplinary action, which may include a performance review conducted by the respective college head, termination of contracts, or restrictions on privileges.

## **APPROVAL AND AMENDMENTS**

Changes to this policy may be necessary at times. At a minimum, the policy will be reviewed and approved on an annual basis. All modifications to this policy will be evaluated by the Policy Committee in accordance with Logan's Mission, Vision, and Values. The CLL department will maintain this policy, including a record of any changes, and it will be available for inspection.

## **REVISION HISTORY**

	Version	Primary Author(s)	Description of Version	Date Completed
-	1.0	Leslie Jecker and Deshae Redden	Initial Version	XX/XX/XXXX



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# Appendix A: Sample Course Development and Revised Proposal Form

	Development Request	
	mit a project/task to the Curriculum and Content Developmenplete the following form (one request per form).	ent
Let's Get Starte	ed!	
To submit a project to following form (one	to the Curriculum and Content Development Team, please complete request per form).	the
Your Email Address		
Select or enter value		•
Course Number *		
LMS Integration *		
Select all that apply.		
	Connect H5P Labster Other NA	
Curriculum Committ	tee Sign Off *	
Select or enter value		
What type of develo	pment is needed? *	
New Course		
O Course Revision	1	
Ouick Fix		
O CLL/CCD Task		
	1*	
Total Week Duration		
	the course? (7-Week, etc.)	
How many weeks is		٠
How many weeks is Select or enter value  Description *		٠



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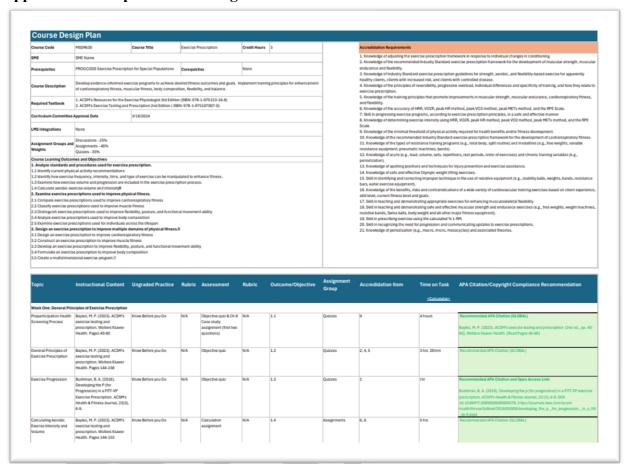
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## Appendix B: Sample Course Design Plan





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**Appendix C: Sample Storyboard** 

#### Design Plan | MSSR630 | Exercise Prescription

Curriculum & Content Development



# MSSR630 | Exercise Prescription | Storyboard

# Storyboarding Explained

The Storyboard is a tool to organize raw content, often taken from the Course Map or Program Map, into a cohesive, detailed course. This document is designed to outline the learning content, page by page, in the Logan University online, 7-week, objective base learning course.

In subsequent pages, the SME (Subject Matter Expert) will see typical components in a Logan University online course, with instructions for how to complete each component.

For ease of viewing this large document, open the Navigation pane.

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Week 1: [Add Module Title]	5	
Week 1 Content Page #1	6	
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