Davis Applied Technology College
Curriculum Development Policy
Training Division

1. Purpose

1.1. Curriculum development at the Davis Applied Technology College (College) is undertaken in accordance with all relevant institutional policies and procedures. This document clarifies the roles, responsibilities, and processes of curriculum development at the College.

2. References

2.1. College Student Assessment Policy

2.2. College Copyright Policy

2.3. College Distance Education Policy

2.4. College Employer Advisory Committee Policy

2.5. College Equipment and Media Resources Policy

2.6. College Safety Policy

2.7. College Program Development Policy

2.8. Council on Occupational Education Handbook of Accreditation

2.9. Curriculum Quality Checklist

2.10. Utah College of Applied Technology Program/Course Approval and Reporting

3. Definitions

3.1. **Course** – Specific subject matter comprising part of a program for which instruction is offered within a specified time period.

3.2. **Curriculum Quality Checklist** – The Curriculum Quality Checklist is used by Instructional Systems Design and instructors 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 be responsible for overseeing the student work-based

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learning experience. The student, Site Supervisor, and instructor each signs and receives a copy of this agreement.

4. **Policy**

   4.1. Approved and current (updated at least every three years) course curriculum or syllabus will be on file in the Instructional Systems Design (ISD) Department for each course in every program during the period of time it is taught and will be made available to students at the beginning of each course.

      4.1.1. An approval date is added to the syllabus when the curriculum is finalized. This date changes when revisions are made to course content (i.e., a new textbook is adopted or course assignments change).

      4.1.2. When corrections or minor revisions to language are made in the curriculum, a revision date is added to the syllabus.

      4.1.3. The approval date is the date used to determine if curriculum is current.

      4.1.4. Curriculum that is more than three years old must be updated.

         4.1.4.1. An instructor may notify ISD that they have reviewed the curriculum and textbook and the content remains current and relevant. The approval date will then be updated.

   4.2. 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.

   4.3. A program orientation will be updated annually and on file in ISD for each program, and will be made available to students at the beginning of the program or if substantial updates are made.

   4.4. In order to be approved, curriculum will meet the criteria defined in the Curriculum Quality Checklist and will follow the curriculum development process.

   4.5. Curriculum can be modified at any time.

   4.6. Curriculum developed by instructors or employees of the College for instructional use at the College will be the sole property of the College.

   4.7. Corrections that need to be made to curriculum or textbooks sold in the College Bookstore are made through ISD personnel.