

## **13.0 COURSE DEVELOPMENT AND RELATED INSTRUCTIONAL PROCEDURES**

### **13.1 Course Design**

Course planning is essential in developing an effective course.

A course outline is an abridged syllabus, generally two or three pages in length, which discusses the purpose of the course, its objectives, content or subject matter, teaching and learning methods, and standards of achievement. A syllabus is a more comprehensive discussion of the course. It is the individual faculty member's responsibility to prepare a course outline for each course and file it with the Provost, Registrar, and the appropriate Division Chair / Department Head at the beginning of the term in which the course will be taught and to prepare and file the course syllabus by the end of that term. Every effort must be made to keep all course outlines and syllabi current and to teach all courses in accordance with these documents. A faculty member teaching a course for the first time should follow the documents on file for that course and should use those documents as references in devising a new course outline and syllabus. All syllabus changes are to be discussed with the appropriate Division Chair / Department Head.

### **13.2 Suggestions for Syllabus Development**

All syllabi should follow the format developed and approved by the University's Syllabi Standardization Committee.

### **13.3 Methods**

Different units of the course and parts of units may call for a variety of methods. The method most appropriate to a given teaching-learning situation should be used. Selection of the most effective methods grows out of the total teaching-learning situation: subject matter, the student, the teacher, the level of study, the objectives of the course and the teaching aids available. Methods requiring active participation of the student such as hands-on experiences, research projects, oral and written reports, demonstrations, and peer tutoring enrich a course and aid the learning process. These forms of participation should be included where appropriate.

### **13.4 Evaluation**

A syllabus is not complete unless certain standards of achievement are established to determine whether or not the objectives of the course have been attained. These standards follow the objectives. In practical courses, standards of evaluation are fairly definite and concrete. In more theoretical courses, the method of evaluation is more complex.

Measuring devices that test information, understanding, attitudes and ability to solve problems related to the particular field of study are necessary.

### **13.5 Employment of Student Assistants**

Life University recognizes the financial needs of students throughout the pursuit of their chiropractic education. To this end it employs as many students as possible for the purpose of meeting the ancillary needs of faculty. It should be noted, however, that no student may work in either a salaried or hourly basis for more than one instructor or department. This policy includes students serving as senior honors students, lab assistants, research assistants, work crewmembers, etc.

### **13.6 Instructional Equipment**

Faculty members using equipment owned by the University (including, but not limited to, audiovisual, clinic, and chiropractic equipment) are responsible for the proper care and return of the equipment assigned to the instructor. Loss and/or breakage due to irresponsible action on the part of the instructor or his designee may result in the assessment for the replacement and/or repair of the equipment. Faculty members are cautioned against placing students in positions of responsibility for the return of borrowed equipment for the faculty member remains the responsible party.

### **13.7 Policy for the Allocation of Information Technology Resources**

#### A. Policy

Life University's policy on the allocation of Information Technology Resources is to support the University's administrative, educational, research and public service goals.

#### B. Implementation

Allocation and use of Information Technology resources for operational uses are prioritized according to the following operational unit list, although there may be utilization of a single resource by one or more operational units.

##### 1. Administrative

- a. Colleague is our administrative software system serving business operations and faculty and staff.
- b. Networking and telecommunications system serving business operations.
- c. Computer hardware and software serving business operations
- d. E-mail and Internet.
- e. Technology training and consultation.

2. Academic and Academic Support
  - a. Colleague is our administrative software system serving faculty advisement and students records.
  - b. Libraries computerized catalogue.
  - c. Library's digital collections.
  - d. Clinics
  - e. Networking and telecommunications system serving faculty, support staff and students.
  - f. Computer hardware and software and presentation equipment serving teaching faculty.
  - g. Computer hardware and software serving four student Computer Labs.
  - h. Courses on-line through Blackboard.
  - i. Educational Technology Center in-house academic software training.
  - j. Technology training and consultation.
  - k. E-mail and Internet.
3. Executive
  - a. Colleague is our administrative software system serving business operations of the executive office.
  - b. Networking and telecommunication system serving business operations of the executive office.
  - c. Computer hardware and software serving business operations of the executive office.
  - d. Life University Web Page development and maintenance
  - e. E-mail and Internet
  - f. Technology training
4. Research - Generates extramural funding for research projects

- a. Colleague is our administrative software system research needs
  - b. Networking and telecommunications system serving business operations of the Research Department.
  - c. Computer hardware and software serving business operations of the Office of Sponsored Research and Scholarly Activity
  - d. E-mail and Internet
  - e. Technology training
5. Development
- a. Colleague is used as data source for Access Database
  - b. Networking and telecommunication system serving business operations of the Development.
  - c. Computer hardware and software serving business operations of Development
  - d. E-mail and Internet
  - e. Technology training
- C. The acquisition of technology resources will be coordinated by the Office of Information Technology, the Office of the Vice President of Operations and Finance and the Academic Technology Committee. Requests may originate from any group but will be considered relative to the need to fulfill the mission and goals of Life University.

The priority list above will be a consideration in forming a decision as to the final priority given departmental proposals. Below are the prescribed procedures in developing the recommendations for allocation and use of information resources

All requests for technology resources must be presented to the Academic Technology Committee (AcTC), in writing four weeks before the biannual review of technology allocations. Technology resources include but are not limited to, computer hardware and peripherals, computer software, computerized instrumentation, networking and telecommunications hardware and software, presentation hardware and software, technology training and technology consultants. The requests must include justification and supporting documentation as to budget implications (ex. one time and recurrent costs if appropriate), strengths and weaknesses, who will benefit from the resource, an explanation as to how the technology in question supports the institution's purpose and goals, and be approved by the Senior Administrator of the respective area. Requests must

be part of the planning-budget-assessment cycle. AcTC will meet biannually to review requests. After analysis by the subcommittee, the AcTC will review the technology needs of all departments and access and prioritize each request. Funding will depend on current reserves within the departmental budget, the OIT budget or the General Fund. There may be reallocation of resources if necessary. AcTC recommendations will be sent to IPEC for further evaluation (if appropriate), then sent to the Finance Committee (if appropriate), reviewed by the Presidents Leadership Council (if appropriate). A request may be approved, approved but not funded, or sent back with recommendations. If approved with funding the request will be sent to the President for signature.

Every attempt will be made to balance the available technology resources so that at least the minimum needs of each group are met in an adequate fashion. Acquisition of computing resources is funded through a combination of department and centralized funds. Departmental purchases of computer hardware and software are made from the departments' instructional capital outlay budget. These budgets are not dedicated to technology purchases; each department must determine its priorities for the expenditures of these funds.

### **13.8 Educational Program Improvement-Curricular Change**

The following procedures for the improvement of educational programs are to be adhered to at all times:

- A. Any faculty recommendation for improvement of the educational program is submitted to the curriculum committee of the appropriate college. The committee either approves or disapproves each recommendation. If disapproved, the recommendation is returned to the recommender for revision and re-submission or dissolution. If approved, the recommendation for approval is sent to the Dean of the appropriate college.
- B. The Dean of the college can either approve or disapprove the recommendation from the committee. If disapproved, the recommendation goes back to the school curriculum committee for revision and resubmission or dissolution. If approved, the recommendation is sent to the President through the Provost.
- C. The appropriate curriculum committee may approve or disapprove a recommendation from the Dean of either college. If disapproved, the recommendation is returned to the Dean for revision and resubmission, or dissolution. If approved, the recommendation to approve is sent to the President through the Provost.
- D. The Provost may approve or disapprove. If disapproved the recommendation is sent back to the Curriculum Committee for revision and resubmission, or dissolution. If approved, the recommendation is adopted as an improvement of the educational program.