



# National Open University of Nigeria

Policy Title	Course Material Review Policy
Policy No:	NQSA/POL/TEL/007
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	NOUN Press: CMDU
Date of Approval:	7 <sup>th</sup> October, 2024
Date of Next Review:	October 2027

## 1.0 Introduction

Course materials are the main instructional delivery system in the National Open University of Nigeria (NOUN). Course materials readiness is mandatory before any academic programme can be approved. Course materials in NOUN are presented in print, PDF, and through the Learning Management System (LMS). The instructional materials are prepared in a format that can easily be deployed into the three forms. Most instructional materials in NOUN are developed from the scratch.

## 2.0 Purpose

For continuous improvement of instructional delivery in NOUN, the course materials are subjected to continuous reviews.

### **3.0 Scope**

The scope of this policy covers all instructional materials in print, LMS, and videos.

### **4.0 Definitions**

The terms are as defined in the Policy on Course Design and Development (4.1-43).

#### **Principles**

- 5.1 NOUN reviews its course materials as when due.
- 5.2 NOUN is conscious of knowledge and technological changes that require specific skills and upskilling of learners and graduates.
- 5.3 NOUN is committed to training its staff to meet up with the changing needs in course design and development.
- 5.4 NOUN is committed to upgrading its learning infrastructure required for teaching and learning.

#### **Policy Statements**

- 6.1 The review of instructional materials shall be categorised into print and digital content.
- 6.2 Print instructional/course materials in NOUN shall be reviewed every 5 years., but review can be earlier than 5 years if a department observes a critical need that may arise due to changes in policy or benchmark.
- 6.3 Digital instructional materials shall be subjected to minor and major reviews:
  - 6.3.1 Minor reviews of digital instructional content shall be done every semester to check for dead links, wrong

spellings, missing illustrations, and the organisation of the digital learning environment.

6.3.2 The major review for digital materials shall be every 5 years except if a need arises that would require urgent change.

6.3.3 Instructional videos will be reviewed when the videos are no longer relevant to the course or unit outcomes. This may be due to the review of the course content or because of innovations in the course.

6.4 CMDU shall initiate the process of course review.

### **Policy Implementation**

7.1 The course coordinator or course lecturer shall present a review chart to the departmental board. The chart shall be presented in tabular form to juxtapose the course material against the required changes. This format shall be used for presentation:

**Instructional Material Review Chart**

<b>S/N</b>	<b>Criteria</b>	<b>Current Status in the Material</b>	<b>Required Review</b>	<b>Remarks for reviewer</b>
1	Summary of learners' feedback			
2	Summary of Employer's feedback.			

<b>S/N</b>	<b>Criteria</b>	<b>Current Status in the Material</b>	<b>Required Review</b>	<b>Remarks for reviewer</b>
3	Summary of observations of Accreditors			
4	Summary of learning analytics on the course			
5	Relevance of course learning outcomes			
6	Module Structure and its relationship to course outcomes.			
7	Unit Structure and its relationship to module outcomes			
8	Level and relevance of interactivity in each unit			
9	Relevance of learning activities			
10	Relevance of learning resources			

<b>S/N</b>	<b>Criteria</b>	<b>Current Status in the Material</b>	<b>Required Review</b>	<b>Remarks for reviewer</b>
11	Level and relevance of assessment type			
12	Format of presentation.			
13	Language structure			
14	Adequacy of the volume of content			
15	Course difficulty level			
16	Course Edition e.g. 2 <sup>nd</sup> edition			
17	Date of last publication			
18	Others			

- 7.2** The HOD shall present the approved course review chart to the Faculty Board or Faculty Board Course Material Development Committee for critique and approval.
- 7.3** The HOD shall send the approved course review chart to CMDU.
- 7.4** The Instructional Designer shall use the course review chart to guide and evaluate reviewers.

**7.5** The department shall nominate the Subject Matter Experts (SMEs) that will serve as reviewers. The HOD shall give the list of nominated SMEs to CMDU.

**7.6** CMDU shall coordinate the review process of print material while DLCMS shall coordinate the review of digital materials.

## **8.0 Sanctions on Violating this Policy**

Any staff (full-time or part-time) that violates the policy shall be queried in the first instance and shall face disciplinary panel on subsequent occurrences.

### **Policy Alignment**

The policy align with the following policies:

**9.1** Federal Ministry of Education (2002). Blueprint and Implementation Plan for the National Open & Distance Learning Programmes.

**9.2** National Open University of Nigeria: National Open University (No. 6, 1983) CAP N63.

**9.3** National Open University of Nigeria: National Open University (Amendment Act, No. 19, 2018).

**9.4** NOUN Policy on Programme Design and Development.

## **10.0 Team of Developers**

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