



## National Open University of Nigeria

SOP Title	NOUN Press
SOP No:	NQSA/SOP/TEL/004
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	NOUN Press
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

### Purpose

The purpose of this SOP is to guide the design, development, and deployment of course materials in National Open University of Nigeria (NOUN) towards producing quality graduates and achieving NOUN vision, mission, objectives and core values.

### NOUN Press Activities

1. Initiating Course Material Development
2. Course Design
3. Course Development
4. Course Material Production

5. Warehousing of the Course Materials and Inventory Management
6. Issuance and Distribution
7. Review of Course Material
8. Ad hoc Activities

### Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
1	Initiating Course Material Development	1. The Directorate contact the concerned Head of Department to submit the name of the Subject Matter Experts (Content Experts) that would serve in the course design team and developer for the identified course(s) immediately after Senate approval of programme and courses.	5 days		A copy of the memo sent to Head of Department(s)
		2. On receipt of feedback from HODs, the CMDU sets the course team that would serve as: <ol style="list-style-type: none"> <li>a. course designers,</li> <li>b. course developers,</li> <li>c. content editors,</li> <li>d. instructional designers,</li> <li>e. learning technologists, and</li> </ol>	3 days		List of course team members to show their names, qualification, area of specialisation, and role assigned,

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
		f. copy editors.			
		3. NOUN Press prepare budget for course design, development, and deployment.	14 days		A copy of the budget
		4. Present budget to VC for approval	15 days		A copy of the approved budget.
		5. Send letters of commitment to team members stating their roles and courses allocated.	15 days		1. A copy of the letter sent to team members, 2. Letter of acceptance received from the team members.
		6. Organise one day workshop for course team members	21 days		1. A copy of the letter of invitation to members. 2. Attendance list during the workshop. 3. Three pictures capturing activities in the workshop.
2	Course Design	1. Finalise the assignment of roles as the last activity in the workshop	1 day		Final list of persons and their roles participating in the course design.
		2. Course design activities	14 days		1. Chunked contents by course 2. Course Table of Specification
3	Course Development	1. Course writers receive the chunked contents and table of specifications.	5 days		A copy of a cover letter or memo communicating the chunked contents and table of specifications to course writers.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
		<p>2. Development:</p> <ul style="list-style-type: none"> <li>a. Course writing using the table of specifications. This includes the development and integration of other learning resources such as instructional videos.</li> <li>b. The learning technologists work with the table of specifications to provide required support when writing is ongoing.</li> <li>c. The content editors work together with the writers while writing. After every module, the writer hands it over to the content editor. They both reach an agreement on the content produced.</li> <li>d. The Instructional Designer(s) – IDer provides the coordinating role to ensure the quality of content. The content editor submits to IDer to check compliance with the Table of Specification and the pedagogical presentation.</li> </ul>	120 days (4 months) for each course material		<ul style="list-style-type: none"> <li>1. Activity chart showing date, activity, name of person responsible, date of completion.</li> <li>2. A link to the developed (written course materials) material.</li> </ul>

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
		<ul style="list-style-type: none"> <li>e. On the approval of IDer, the content is sent to the copy editor(s) who correctness of grammatical structure and house style.</li> <li>f. The copy editor(s) hands over the materials to the IDer who does the final checking of compliance with the table of specifications, pedagogical structure, and subject the material to plagiarism check which must not exceed 30%.</li> <li>g. IDer submit the material to the Head of Department (HOD) for certification.</li> <li>h. On approval of the HOD, the IDer hands over the material to the Directorate for production.</li> </ul>			
		3. Paying course designers and developers	14 days		Evidence of payment
4	Course Material Production	1. Pre-Production Activities: <ul style="list-style-type: none"> <li>a. A copy of the approved e-manuscript is sent to DLCMS for production in the university LMS.</li> </ul>	3 days		A copy of the memo despatching the e-manuscripts.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
		b. A copy of the approved e-manuscript is sent to the printing press unit.			
		2. Print production Budgeting and approval for production.	21 days		A copy of the approval letter.
		3. The Printing Press: a. The design and production unit of the printing press will do the following: i. Page layout ii. Proofing iii. Preparation of printer's proof iv. Standardisation of print work v. Imposition of printer's proof vi. Print costing and lot for printing vii. Paper selection	7 days per course		A link to Galley proof ready material (Printer's proof)
		4. Production of the material	3 days per course		Pictures of the produced materials
		5. The produced materials in loose forms sent to the postproduction unit for: a. Folding	5 days per course		Packed course materials to be shown virtually through pictures and physical verification.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
		<ul style="list-style-type: none"> <li>b. Collating</li> <li>c. Stapling/Binding</li> <li>d. Trimming</li> <li>e. Packaging</li> </ul>			
5	Warehousing of the Course Materials and Inventory Management	1. Check materials and verify code/title on award letter/certification from CMDU	15 days per production		Store receives list on Excel spreadsheet.
		2. Receiving the course materials	7 days per production		Store receipt voucher on Excel spreadsheet
		3. Arrangement according to faculty/colours	7 days per production		Course material analysis sheet
		4. Report any discrepancies or damages	15 days from the day of receipt		Certification sheet from CMDU
		5. Inventory Management: <ul style="list-style-type: none"> <li>a. Course Material stock-keeping.</li> <li>b. Regular stock checks and regular updates</li> <li>c. Organise and store course materials according to faculties/colours to ensure easy accessibility.</li> <li>d. Storage of course materials securely</li> </ul>	60 days		<ul style="list-style-type: none"> <li>1. Stock sheet</li> <li>2. Excel spreadsheet</li> <li>3. Forklift</li> <li>4. Pallet trucks</li> <li>5. Storage pallets</li> </ul>
6	Issuance and Distribution	1. Distribute/issue materials to centres based on MIS data	Thrice in a semester spaced by 4-week interval		Semester MIS data report

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected Evidence of Completed Activity (Task)</b>
		2. Documentation of issuance processes for outgoing items.	14 days		Consignment notes
		3. Issuance of materials to Faculties/Departments/academic Directorates and Centres	14 days		Despatch and receiving memos
7	Review of Course Material	<p>1. The Directorate identifies course materials that are due for review either because the material is due for its life cycle or because a defect is identified in the course material before the due date for review and writes the concerned HODs to submit course(s) Instructional Material Review Chart to show Criteria, Current Status in the Material, Required Review, and Remarks for the reviewer.</p> <p>2. The Directorate also writes to the HODs to send recommended list of Subject Matter Experts that would serve as reviewers in a given format.</p>	7 days counting from the first day of the fourth year of the life span of the course material.		<p>1. List of course materials due for review to show faculty, department, programme, course code and title, the edition, purpose of review e.g. 1<sup>st</sup> or 2<sup>nd</sup> edition.</p> <p>2. The Instructional Material Review Chart submitted by the HODs.</p> <p>3. A copy of the memo sends to the HODs requesting for the list of Subject Matter Experts.</p>
		3. NOUN Press prepares the budget for review and presents it to VC for approval.	15 days		A copy of the approved budget for review



S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID Number)	Expected Evidence of Completed Activity (Task)
		4. Sent letters or invitations to review team (subject matter experts, instructional designers, learning technologists, and copy editors)	3 days		The letter of invitation
		5. Organise one day review workshop	15 days		List of attendees showing their names, qualifications, areas of specialisation, institutional affiliation, and role assigned.
		6. The IDers use the course review chart to guide the review team to re-design the course.	15 days		Table of Specification
		7. The review. Note: Experienced academic staff is to serve as the subject matter expert that will review. No content editor but the IDer, learning technologists and copy editors are to work with the reviewers.	45 days		The reviewed content accompanied with the review chart guide showing how each gap was filled with page reference.
		8. IDer sends the reviewed material and the chart to the HOD for confirmation and approval.	5 days		Despatch and receiving memos.
		9. On approval of the reviewed contents by the HOD, the material is sent for production and distribution following the same steps as in the course material production.	45 days		Printed copy of the course materials

<b>S/N</b>	<b>Activity (Assigned Task)</b>	<b>Steps (Task Description)</b>	<b>Maximum Days to Complete each Step</b>	<b>Action by (Name and ID Number)</b>	<b>Expected Evidence of Completed Activity (Task)</b>
8	Ad hoc Activities	List any assigned task(s)	State the number of days taken		Provide evidence for the completed task(s)

### Team of Developers

1. Prof Olubiyi A. Adewale
2. Prof. Obhajajie Juliet Inegbedion