National Open University of Nigeria

Policy Title	Policy on Programme and Course Review
Policy No:	NQSA/POL/TEL/005
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Academic Planning (DAP)
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1.0 Introduction

National Open University of Nigeria (NOUN) recognises the importance of continuous improvement of learning content and delivery. Therefore, it provides a structure through which programmes and courses are reviewed from time to time to maintain relevance of the programmes and courses to the learners, employers, economic development and the society.

2.0 Purpose

This policy shall help to maintain standards in NOUN programmes and courses across the departments, faculties, and academic centres.

3.0 Scope

This policy covers the review of all programmes and courses in NOUN which include short courses, undergraduate programmes and courses, and post graduate programmes and courses but limited to only changes in programme structure, removal or addition of courses into a programme.

4.0 Definitions

The terms are as defined in the Programme Design and Development Policy (4.1 – 4.37).

Principles

5.1 NOUN is conscious of technological changes in the society.

5.2 NOUN is conscious of the changes of learners' and employers' needs.

5.3 NOUN is conscious of the changes in employability skills required of a learner after completion of a programme or a course.

5.4 Deliberate action is taken in programme and course review in NOUN.

Policy Statements

6.1 Programmes and courses will be reviewed every five years. But where a deficiency is observed before the stipulated time, such programme or course must be presented for immediate review.

6.2 To review a programme or a course, it must receive Senate approval before the commencement of the review.

6.3 Before the commencement of a programme or a course review, there must be documented evidence showing:

    a. The gaps that will justify the need for the programme or course review. This could arise due to changes in learning needs, learning outcomes, delivery strategies, assessments, changes in the benchmark, changes in courses, changes in course codes and titles.

    b. Feedback from the learners, facilitators, Alumni, and employers.

    c. Learning analytics in the programme or course.

    d. What would be added that will help to improve on the programme or course.

6.4 Programmes and courses shall be reviewed by a team to include the Subject Matter Experts, Instructional Designers, Learning Technologies, Industrial Personnel, and then, learners' inputs.

6.5   Beta test technique shall be used to validate the programme and course contents.

6.6   The programme or course review is exclusive of the development or review of instructional content (writing of course material writing or review or instructional video).

6.7   To maintain the five-year cycle of review, a programme or course review should commence at the beginning of the fifth year and made ready for use at the end of the fifth year.

6.8   Programme, course, and instructional material reviews can be done within the same year but ensuring the completion of the programme or course review is first and foremost in the exercise.

Policy Implementation

7.1   The Head of Department (HOD) shall initiate programme or course review.

7.2   The HOD shall present departmental decision along with the cost implication to the faculty board with justification for the review of the programme or course.

7.3   The HOD shall take the Faculty Board approved document(s) to the Directorate of Academic Planning including the cost implication. The Director, Academic Planning shall review and request approval from Senate to commence the review.

7.4 The Director, Academic Planning will hand over the Senate Approved copy to the HOD. The HOD will request a review of the instructional material(s) from the Course Material Development Unit (CMDU).

7.5 The Director, Academic Planning is to monitor the timing for review to ensure that departments and Heads of Department comply.

7.6 On completion of the review, the HOD shall write through the Dean, through the Director Academic planning to the Vice-Chancellor to request payment to the reviewers. This is only applicable to outsourced persons (part-time-staff only).

7.7 The use of part-time staff for review must be justified.

Sanctions on Violating this Policy

8.1 Any staff member that violates the policy shall be sanctioned.

8.2 The HOD will be queried and sanctioned where a programme fails to pass through the required process.

8.3 Where the cost implication of a programme or course review is not approved before the commencement of the review, the HOD shall bear the cost.

8.4 HOD and the Director, Academic Planning shall be punished when it is discovered that the programme or course was not adequately reviewed. This may be

denial of monthly salary for up to six months, denial of promotion, or suspension to a maximum of one year.

8.5 Any staff member that changes a course code or title without passing through the due process will be sanctioned which may be denial of monthly salary for up to six months, denial of promotion, and suspension to a maximum of one year.

Policy Alignment

The policy aligns with the following documents:

9.1 NOUN Open Distance and eLearning Policy.

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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