Educational Technology Division
5th June 2006.

DR
OUSL

Memo: **Recommendations of the University Course Development Committee (UCDC) on setting up of a mechanism for Quality Assurance of the Course Development Activities**

Please table this memo at the next Senate meeting for discussion.

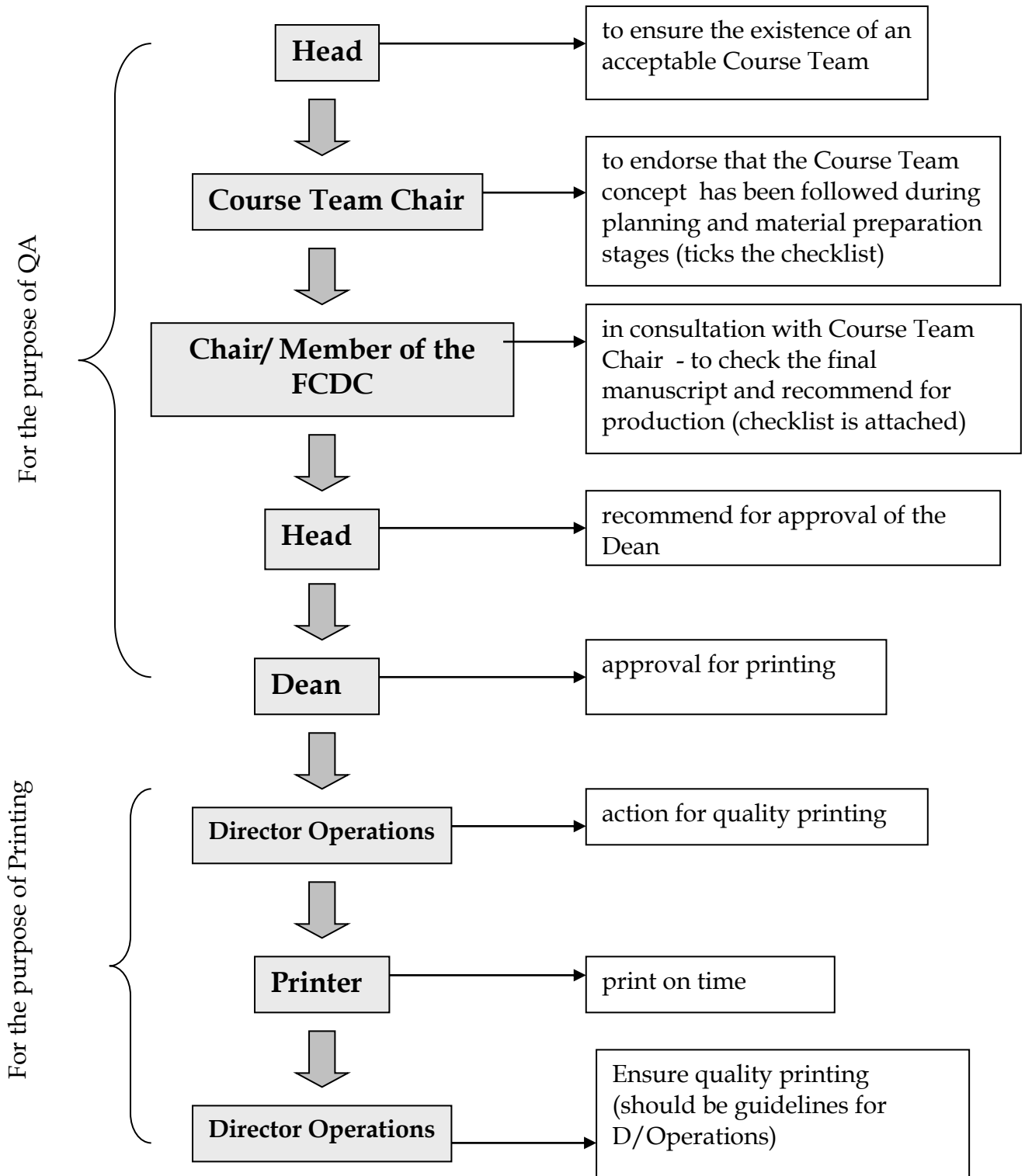Chairperson/UCDC

To: Members of the Senate

From: Chairperson/UCDC

Recommendations of the University Course Development Committee (UCDC) on setting up of a mechanism for Quality Assurance of the Course Development Activities

The University Course Development Committee (UCDC) decided to forward the following recommendations for approval of the Senate.

1. The Faculty Course Development activities should be made an **agenda item** of the Faculty Boards.
2. The meetings of the Faculty Course Development Committees (FCDC) should be held at least once in three months.
3. The meetings of the University Course Development Committee (UCDC) should be held at least once in three months and any recommendations from the meeting should be reported to the senate.
4. The Course Team concept to be made mandatory for all OUSL courses and it should be implemented from the design stage to the delivery of the course.

5. The following quality assurance mechanism should be followed in order to ensure the quality of instructional materials and to print the first and revised editions of the course material.

For the purpose of QA

| **Head** | → | to ensure the existence of an acceptable Course Team |

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| **Course Team Chair** | → | to endorse that the Course Team concept has been followed during planning and material preparation stages (ticks the checklist) |

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| **Chair/ Member of the FCDC** | → | in consultation with Course Team Chair - to check the final manuscript and recommend for production (checklist is attached) |

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| **Head** | → | recommend for approval of the Dean |

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| **Dean** | → | approval for printing |

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For the purpose of Printing

| **Director Operations** | → | action for quality printing |

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| **Printer** | → | print on time |

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| **Director Operations** | → | Ensure quality printing (should be guidelines for D/Operations) |

6. Departments have to identify internal and external writers at the beginning of the year and inform the Chairperson/ UCDC to organize workshops with the assistance of the Staff Development Centre (SDC).

7. Every effort should be made to revise courses every 5 years or as and when necessary. The University should provide all necessary resources for this task.

8. Appropriate measures should be taken to evaluate courses by the respective departments and the evaluation report to be sent to respective Faculty Boards/Depts./Course Teams to take appropriate action.

9. Experimental copies may be allowed only for two years.

Recommended for Senate approval.

Signature: …………………….
Chairperson/UCDC
05/06/06

Checklist – The development of Instructional Materials
Checked by the Course Team Chair and the member of the Faculty Course Development Committee

Please write "√" for agreement and "X"for not agreement (*compulsory for final manuscript).

If all compulsory requirements are not met, the material can be issued only as an experimental copy. However the experimental copy must have its contents edited by a subject specialist before being issued to the students.

Description	"√" or "X"	Remarks
Course Team		
*1. Have you followed the Course Team concept?		
Was a Course Team set up with subject specialists and Educational Technology specialists?		
Whether a subject specialist developed the course material		
Whether a hierarchical analysis was performed and a detailed syllabus and detailed aims and objectives for each session were prepared?		
Have other media inputs identified and prepared?		
Were the contents edited?		
Have you done language editing?		
Have you done any developmental testing?		
*2. Who are in the Course Team?		
* Course Team Chair		
Course Team Manager		
* Authors		
* Educational Technologist		
* Content Editor		
* Language Editor		
Media Designer		
* Desktop Publisher		
Graphic Artist		
* Word Processing Operator		
Other --------------------------		
* 3. Has OUSL template been used in formatting the lessons?		
* 4. Are appropriate signaling devices (icons) used such as for objectives, SAQs etc;?		

Description	"√" or "X"	Remarks
Cover page *5. Does the cover page contain the following?		
OUSL logo		
Colour band		
Department		
Faculty		
Study programme		
Level		
Course Title		
Title page *6. Does the title page contain the following?		
OUSL logo		
Publisher		
Study Programme		
Level		
Course Title		
Unit Number		
*7. Is there a Course Team page?		
8. Does it present appropriately? (Mr, Ms and qualifications should not be included)		
*9. Is there an ISBN number on the Course Team page?		
*10. Is there an Imprint (the year of publication with the date of the original publication?		
*11. Is there a copyright legend with the year of publication?		
*12. Whether copyrighted items have been published with copyright permission and/or acknowledged?		
Course components *13. Is there an Introduction to the course indicating course outline, prerequisites, structure of the course, teaching strategies, assessment strategies?		
Unit components *14. Is there a table of contents for a study session?		
*15. Is there an Introduction (advance organiser) to the unit indicating the contents, information on study strategies study hours, resource materials?		
*16. Are there Instructional objectives?		
*17. Are there appropriate Activities/Self-Assessment Questions relating to the objectives?		

Description	"√" or "X"	Remarks
18. Are there any comments or feedback provided for the activities /self-assessment questions?		
*19. Are figures properly numbered and labelled (the number and the label should be placed below the figure)?		
*20. Are tables properly numbered and labeled (the number and the label should be placed on top of the table)?		
*21. Are definitions, postulates and hypotheses highlighted by the use of boxes?		
*22. Is there a sequence of the main items?		
*23. Is there a list of references for the unit?		
24. Is there a glossary for the unit?		
25. Is there a glossary of Symbols for the unit?		
26. Is there an Index?		

1. Certification of the Course Team Chair and the Member of the Faculty Course Development Committee (FCDC) from the relevant department

   Comment:
   ….….………………………………………………………………………………

   Name: ………………………… Signature: ……………..……… Date: …………...
   (Course Team Chair)

   Name: ………………………… Signature: …………………. Date: ……………
   (FCDC Member)

2.   Recommendation of the Head

   Comment:
   ……………………………………………………………………………………………

   Name: …………………………Signature: ……………..……… Date: ……………

3.   Recommendation of the Dean

   Comment:
   ……………………………………………………………………………………………

   Name: …………………… … Signature: …………..……… Date: ………………

4. **For Printing**
 Recommendation of the D/Operations

Comment:

……………………………………………………………………………………

Name: ……………………… Signature: ………..……… Date: …………………

5.   Recommendation of the D/Operations about print quality

Comment:

…………………………………………………………………………………

Name: ……………………… Signature: ………..……… Date: …………………