Curriculum Review Process – ISU Extension and Outreach

Purpose
Establish a systematic process to determine mission-based and research-based appropriateness of Extension and Outreach curricula to ensure high quality and effective Extension and Outreach educational programs.

Submission and review process
- Organize and submit by Signature Issue
  - An “editor” is assigned to each Signature Issue and serves as the point of contact to receive submissions and communicate with the author.
  - Author(s) submits curriculum with an application form that identifies:
    - Title and author(s)
    - Target audience and intended facilitators/instructors
    - Suggested reviewers
  - Editor determines if a curriculum review is appropriate for the submission
  - Editor communicates with the appropriate program leader for the curricula topic, assigns appropriate review panel, and designates chair of panel.
    - The panel should consist of three reviewers representing county staff, field specialists, and campus specialists to assure content and practicality. All should be knowledgeable of the subject matter and effective educational practices.
    - Staff and faculty interested in being a reviewer will register online and identify their area of expertise.
    - Program leader and/or department chair may also request an external blind review for curriculum from pre-tenure faculty to evaluate scholarship for promotion and tenure purposes.
  - Chair convenes panel and summarizes comments
    - Panel uses Curriculum Checklist as a framework for review
    - Panel makes recommendation on curriculum that the chair relays to editor
    - Editor communicates with author
- Results of the curriculum review
  - For new curriculum and those without formal evaluation of impacts the result will be:
    - Approved Curriculum (with date of review)
    - Revisions requested
      - Panels that return a “revisions requested” determination must provide specific feedback for requested changes.
      - Minor revisions can be handled between editor and author.
      - More significant revisions may require a second review.
      - Once revisions are completed the curriculum will be designated as Approved Curriculum (with date of review).
  - Existing curricula that have impact evaluations may be submitted as part of the existing awards process for recognition.
  - Approved curriculum should be evaluated after five years to determine if updates and a second review are warranted.
- Timeline for submissions and review
  - Submissions due the first Friday of each calendar quarter (January, April, July, October).
  - Editor has three weeks to identify panel for each submission.
  - Panel has six weeks to complete the review and submit results to editor.
  - Editor notifies author of panel decision before end of the quarter.
- Recognize successfully reviewed curricula in the program catalog.
Curriculum Review Process

Author

Editor assigns assistance

Editor works with Author

Author sends curriculum to Editor

Signature Issue Editor

Needs review?

No

Program Director provides input

Yes

Editor chooses Panel and Chair

Panel reviews

Approved or minor revision

Major revision