ISU Extension and Outreach Curriculum Review FAQs

Why have a Curriculum Review Process?

- The ISU Extension and Outreach curriculum review process is a systematic method to assure that ISUEO is presenting high quality, research-based educational programming. The ISUEO curriculum review process is identified in the Memorandum of Understanding between Iowa State University Extension and Outreach and County Extension Districts.

IV. Division of Responsibility

<table>
<thead>
<tr>
<th>Extension and Outreach agrees to:</th>
<th>The Extension District agrees to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5) Develop a program planning process to build a program catalog. Fund educational programs that meet core citizen needs. New curricula must fit within the scope of the Extension and Outreach mission, provide instruction or information, and are peer reviewed as outlined in Curriculum Review Process. Train staff on delivery and evaluation of core programs.</td>
<td>5) Use program planning process and program catalog to determine programming based on local needs. Select programs from core programs listed in program catalog, or develop programs locally. Locally developed programs must fit within the scope of the Extension and Outreach mission, provide instruction or information, and are peer reviewed as outlined in Curriculum Review Process.</td>
</tr>
</tbody>
</table>

What needs to be reviewed?

- Does everything need reviewed? Specifically, curriculum from other land grant institutions?
  - No, not everything is a curriculum. The review process is for curriculum; a group of planned educational offerings including materials, exercises and activities intended to create a change in knowledge, behavior or action.
  - During the phase-in period, priority will be to review new curriculum and high volume, high visibility curriculum.
  - It is not necessary to review existing curriculum from respected sources. The review process, however, may be used for existing curriculum if there are questions about how current or relevant it is.

- If the proposed curriculum consists of different ISUEO curricula, does it need to be reviewed?
  - If parts of different curricula are combined into a new curriculum the author(s) should ask if the information is appropriate in the revised context.
Do I have to submit something for every program I do? Examples would include day camp activities, MyPlate, etc.

- No, but it is a good practice to have a colleague check your work. Things as simple as font size, spelling, graphic colors, branding, clarity of instructions, etc. can be improved with another set of eyes.
- A curriculum is a group of planned educational offerings intended to create change. Activities and exercises that are part of a curriculum do not need to be reviewed separately.
- The initial review priority is on new curriculum and high volume, high visibility curriculum.

**When will the review occur?**
(See the ISU Extension and Outreach Curriculum Review Process.)

- Once approved, how often will curriculum need to be reviewed?
  - When content (research, regulations, best practices) changes or every five years, whichever comes first.

- If something is denied, will there be an appeal process or help revising the curriculum?
  - Yes, reviewers must identify specific reasons for not approving curriculum and authors have the opportunity to revise the curriculum based on reviewers’ recommendations.

- When does my curriculum need to come before a curriculum review panel?
  - During the phase-in period, the priority is on new curriculum and high volume, high visibility curricula.
  - ISUEO program leaders are responsible for programming. A program leader may request a review of individual curricula addressing subject matter in the respective ISUEO unit (Human Sciences, 4-H Youth, etc.).
  - Curricula may be submitted by the first Friday of January, April, July, and October of each year.

- How long will it take to get something reviewed?
  - Authors will know review panel recommendations by the end of each calendar quarter.

- How will campus know what I am presenting in my county?
  - Authors are encouraged to submit curriculum for review. County staff, county Extension councils, and ISUEO program specialists are aware of locally scheduled activities and curriculum. They may ask that a curriculum be reviewed.

**How will a curriculum be reviewed?**

- What are minimum standards before my curriculum can be submitted?
  - Authors are encouraged to review the Curriculum Checklist, complete the submission form and submit an electronic copy of the curriculum. If the materials are not easily reviewed electronically please submit three hard copies.
What specifically is going to be gone over in the review? What criteria are used to evaluate my curriculum?
- The ISU Extension and Outreach Curriculum Checklist provides a framework for the review panel. The panel will use their best professional judgment for the review and make recommendations for strengthening the curriculum.

What measures will bring on peer review?
- Authors are encouraged to submit curriculum for review. Counties are asked to use reviewed curriculum.
- New curriculum should be reviewed. High volume, high visibility curriculum should be reviewed.
- ISUEO program leaders are responsible for programming. A program leader may request a review of individual curricula addressing subject matter in the respective ISUEO unit (Human Sciences, 4-H Youth, etc.).

How will desired outcomes be established? (Will certain behavior changes be identified for measure?)
- Evaluation is one of the items on the ISU Extension and Outreach Curriculum Review Checklist. The review panel will consider the evaluation process as part of the review. Because we encourage reviews at a phase-in stage, the review will not expect to see evaluation results, except from initial pilots.

Will there be (or do they already exist) bylaws, rules, and/or regulations that spell out how the curriculum review process will happen and consequences for addressing areas for improvement?
- See the Memorandum Of Understanding between Iowa State University Extension and Outreach and County Extension Districts, the ISUEO Curriculum Review Process, and ISUEO Curriculum Review Checklist.

Who is the point of contact and who submits curriculum for review?
- Who do we send the proposed curriculum for review? Who is going to be the gatekeeper on submitting curriculum? Depending on the subject matter, who do we submit the materials to?
  - Each ISUEO signature issue will have an appointed editor who will manage the review process.
  - The editor, in consultation with ISUEO program leaders, will select a review panel and panel chair appropriate to the curriculum subject matter.

How will staff be made aware of peer review outcomes?
- The editor is the point of contact for the review and will communicate with the author.

How will staff be made aware of curriculum review rules? What will be done to ensure open communication around the curriculum review process?
- The ISUEO Curriculum Review Process and ISUEO Curriculum Review Checklist will be posted on the For Staff – Program Planning and Reporting webpage and made available on the County Extension Council webpage under Memorandum of Understanding.
- ISUEO signature issue editors will be identified. Authors may suggest reviewers to the editor who designates review panel members. The author(s) will be told who is on the review panel.
o Will we need to be face-to-face at any time during the curriculum review process?
   - The panel chair may request the panel meet face-to-face to discuss submitted curricula but it will often be done by conference call. The panel will provide curriculum review recommendations to the signature issue editor who will communicate with the author(s). Authors can request to meet with review panelists if questions arise regarding curriculum recommendations.

o How long can we expect the review process to take so we may plan for implementation or use of the materials?
   - The review process will be completed within the calendar quarter in which it is submitted and submissions are accepted each quarter.

o Who provides leadership to the ISU Extension and Outreach curriculum review process?
   - The curriculum review process is part of the MOU between ISUEO and County Extension Districts. ISUEO administration develops and implements the process. The review process is organized by ISUEO signature issues and administered by an appointed editor for each corresponding signature issue.
   - ISUEO program leaders are responsible for program content and may request a curriculum review to assure ISUEO programming integrity.

o How will curriculum review expectations be established?
   - See ISUEO Curriculum Review Checklist; the checklist identifies review criteria used by curriculum review panels. Panels will use professional judgment on the checklist items.

o If my curriculum is selected for a statewide “program”, will I still be the lead author, or am I relinquishing that honor to campus-based staff/faculty?
   - The original author(s) retains curriculum authorship.

o If my curriculum is selected, but subject to modification, will I have campus-based staff/faculty support for the re-write? Would I be listed as a lead author or co-author?
   - The goal of the review process is to assure high quality, research-based programming. If the review panel supports the curriculum but has specific concerns, resources will be available to assist the author to improve curriculum and address items identified by the review panel.
   - If reviewers identify a comparable curriculum that is of higher quality, the review panel may recommend that the submitted curriculum be replaced.

o Besides the honor of curricula going through the curriculum review process, are monetary awards available?
   - Monetary awards are not part of the curriculum review process. Recognition, however, may be secured through other avenues such as ISU Extension and Outreach awards during annual conference.