

421.3 - Curriculum Development

Purpose:

Bismarck State College's curriculum provides students with the best learning experiences leading to a highly educated, engaged, and workforce/transfer ready graduate. Curriculum development and redesign enables BSC to offer the most current and relevant course experiences for students. Faculty, as part of their regular duties, are tasked to provide ongoing curriculum development and revision of courses and program areas. Additionally, it is critical to enact an organized and systematic curriculum development/redesign process that extends beyond these regular duties that engages all relevant stakeholders.

Procedure:

This procedure covers the development of new courses and programs of study as well revisions to existing courses.

Course Revisions: The process to review an existing course begins when a faculty member, assistant dean, or dean recognizes a need for a significant revision. This request for update must be measured and determined to constitute a significant change to the course where more than 50% of the course requires revision. A proposal will be submitted to the Vice President for Academic Affairs outlining the needs related to the course update. The Vice President for Academic Affairs will consult with the Executive Vice President to ensure funding is available prior to approval of the work.

New Course Builds: The BSC Academic Program Implementation Process includes within the New Academic Program Form the requirement for the establishment of a curriculum plan for new programs pursued by the college. This program submission documentation also includes budget planning which should include curriculum development if needed. Upon final approval by the State Board of Higher Education and the Higher Learning Commission (if required), the assistant dean and dean will submit course development requests to the Vice President for Academic Affairs.

Course Development Payment

Course developers will receive a stipend of \$500 per credit to complete the work related to the course revision process and \$1,000 per credit to complete the work related to building a new course.



Intellectual Property

Course materials created with the support of the college through implementation of this procedure will be governed by SBHE Policy 611.2 Employee responsibility and Activities: Intellectual Property and BSC Operational Procedure Intellectual Property.

Course Development Requirements

Course materials developed through this procedure will be designed agnostic to modality. That is, if the class is online or face-to-face, content will be developed and provided to students within the Blackboard LMS. The course development requirements are outlined within the Instructional Design Review Checklist and additional requirements may be established depending on the course at the distribution of the contract.

Conditions Guiding the Development Work

- Courses must be accessible and ready for release to students prior to the course start date
- Oversight of the project will be assigned to the relevant Dean or Assistant Dean
- Timeline completion and check points will be established with regular updates made throughout the development process
- The one-time payment will be paid to the developer upon satisfactory review of the developed course in relation to the Instructional Design Review Checklist and additional build requirements
- The developer certifies that the material used will not infringe on existing copyrights and that any copyrighted material will be licensed for use
- If the developer is a BSC employee, the developer may not work on this course while completing normal full-time responsibilities

References:

[SBHE Policy: 611.2 Employee Responsibility and Activities: Intellectual Property](#)

[BSC Operational Procedure: 611.2 Intellectual Property](#)

History of This Procedure:

First procedure: January 26, 2023.

Approved by Dr. Daniel Leingang, Vice President for Academic Affairs on January 26, 2023.