

*University High School and Curriculum and Instruction*

Procedures for Identifying, Developing and Assessing Course Videos:

1. The Committee (University High School faculty, Keystone, Keystone/Curriculum and Instruction sub-committee) solicits ideas for new video(s) and/or other web based information (cases, lesson plans, support materials, etc.) from UHS, C&I, and special methods faculty twice each year (August and January).
2. A University High School member or faculty fills out Development Request Form.
3. The Committee or submitter (University High School Keystone Curriculum and Instruction sub-committee) must clearly propose and identify specific reason for the request of a new video(s).
4. The Committee (University High School Keystone Curriculum and Instruction sub-committee) can make as many suggestions regarding the content, length, and treatment [etc] for the video being requested.
5. The Video Production Staff will respond to the request with a 'yes' or 'no,' or revise. Providing their reasoning they will give their reason for the request.
6. If a 'no' answer is given by the submitter is allowed to revise the request.
7. The Video Production Staff could analyze the request for a new video(s).
8. A film can be replaced prior to one school year of usage, but should be available for at least one school year.
9. At the conclusion of each school year two committee members should be paid to review all videos for timelines and relevance to course and clinical experience outcomes, timeliness, and visual appeal, among other factors. Those that are no longer of use will be deleted..