



 Policies

# Program Design and Development Policy

Standards and Procedures for Curriculum Planning and Instructional Development

Prepared by  Brian L. Lewis-Hardy, SVP, Compliance & Accreditation

 Last Updated: July 2025

✓ Effective August 1, 2025

 Version 25.1

# *Table of Contents*

<b>PURPOSE.....</b>	<b>3</b>
<b>RESPONSIBLE AUTHORITY.....</b>	<b>3</b>
<b>IMPLEMENTATION.....</b>	<b>3</b>
<b>APPLICABILITY.....</b>	<b>3</b>
<b>EFFECTIVE DATE.....</b>	<b>3</b>
<b>POLICY.....</b>	<b>3</b>
1. Adherence to ACCSC Standards.....	3
2. Curriculum Design.....	4
3. Identification of Learning Materials and Resources.....	4
4. Development of Learning Outcomes and Competencies.....	4
5. Student Assessment Plans.....	4
6. Internal Resources Input.....	4
7. External Resources Input.....	4
8. Approval and Implementation Process.....	5
<b>EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS.....</b>	<b>5</b>
<b>BUDGET.....</b>	<b>5</b>
<b>REVISIONS.....</b>	<b>5</b>
<b>POLICY AVAILABILITY.....</b>	<b>5</b>

---

POLICY CONTENT BEGINS ON NEXT PAGE

<b>PURPOSE</b>	The purpose of this policy is to define the standards and procedures for the design, development, evaluation, and continuous improvement of instructional programs at Intellectual Point.
<b>RESPONSIBLE AUTHORITY</b>	The Chief Academic Officer is responsible for the oversight and approval of program design and development activities.
<b>IMPLEMENTATION</b>	Implementation of this policy is delegated to academic leadership, curriculum developers, and instructional staff involved in program creation and revision.
<b>APPLICABILITY</b>	This policy applies to all new and existing educational programs offered by Intellectual Point.
<b>EFFECTIVE DATE</b>	<b>August 1, 2025</b>

## POLICY

### 1. Adherence to ACCSC Standards

It is Intellectual Point's commitment to adhere to The Accrediting Commission of Career Schools and Colleges (ACCSC) standards for Program Design and Development, as per the latest Standards of Accreditation Manual. The school has an established process for the design and development of appropriate education and training programs and ensures that appropriate elements are included in the program curriculum. To meet this standard, the institution must demonstrate that the school has an established process:

- To design and develop courses, course learning materials and resources, curricula, student learning outcomes and competencies, and student assessment for which the institution obtains input from appropriate internal and external resources;
- To determine the need and viability of the educational program using external validation (e.g., local demand for training, local employment outlook, earning potential of graduates, other factors that might affect the continued success of the program, etc.);
- To support articulation opportunities with other academic and training programs, where appropriate;
- To address the instructional and teaching methods to be used in delivering the program content; and
- To involve administrative and instructional staff, students, and graduates when appropriate

## 2. Curriculum Design

Curriculum is designed by the Chief Academic Officer and a team of faculty members. Draft curriculum is presented for approval at an academic department meeting and a PAC meeting.

## 3. Identification of Learning Materials and Resources

An inventory of learning materials and resources is maintained and audited on an annual basis and presented at the Annual Program Evaluation Meeting by faculty, as well at the annual PAC meeting. Students and graduates provide feedback via surveys on the school's learning materials and resources.

## 4. Development of Learning Outcomes and Competencies

Student learning outcomes and competencies are developed by the academic department under the supervision of the Chief Academic Officer and reviewed annually by faculty at the Annual Program Evaluation Review, and by PAC members at their annual meeting.

## 5. Student Assessment Plans

Student assessments are conducted by means of theory and applied learning as indicated in each course syllabus. Each assessment activity measures the student's mastery of competencies by a standardized rubric. Student Assessments are evaluated annually by faculty at the Annual Program Evaluation Review, and by PAC members at their annual meeting.

## 6. Internal Resources Input

Internal resources input is received from faculty members, students, and graduates:

- **Faculty Input** – Annual Program Review Meeting
- **Faculty and Staff Input** – Surveys
- **Student and Graduate Input** – Surveys

## 7. External Resources Input

External resources input is received from:

- **PAC Members Through The Annual Program Review, Surveys, Assessment of Program Outcomes**
- **SCHEV (State Council For Higher Education In Virginia)**
- **Employment Outlook Information**
- **Employer Feedback and Surveys**

## 8. Approval and Implementation Process

New program proposals require the approval of the academic department, PAC members, the Chief Academic Officer, Chief Operating Officer, and Senior Vice President of Software Engineering. Once a new program has been approved, the Chief Academic Officer coordinates the curriculum and instructional materials development, as well the implementation process. The Senior Vice President Software Engineering reports progress in the implementation to PAC members and institution executives on an ongoing basis.

---

## EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the SVP, Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the SVP of Software Engineering via email, who will follow up accordingly.

## BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Academics." Revisions to the funding need approval by the Chief Financial Officer.

## REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

## POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.