

## **YQCA Curriculum Review and Revision Plan**

YQCA promotes the development of a common framework for youth livestock quality assurance programs that will enhance the educational experience of youth, improve the care of animals, and provide a higher level of food safety to consumers. Although content taught within the YQCA curriculum should be evergreen, the YQCA Board of Directors recognizes the importance of conducting a regular review for the following purpose:

- Ensure content is still accurate and relevant
- Evaluate learner feedback and consider how the feedback might be incorporated into the curriculum
- Identify time-sensitive topics that could be addressed in the form of a curriculum supplement (i.e., teacher guide to follow online module, hands-on application following online modules, handout, additional activity during instructor-led training, etc.)

The details below outline the revision plan for the online module and instructor-led training curriculum.

### **Online Module Curriculum Comprehensive Review Process**

- Development vendors, content experts, and module authors will meet in-person for a 2-3 day session.
- Curriculum changes identified will be evaluated by YQCA representatives and the development vendor to determine the most cost effective and efficient means of implementation, with the goal of having the changes made within 12-18 months of the comprehensive review.
- Curriculum supplements identified will be evaluated by YQCA representatives and the development vendor to determine the most cost effective and efficient means of implementation, with the goal of having the changes made within 6 months of the comprehensive review.

### **Online Module Curriculum Update Process**

- In-person workshops will be conducted for 3-5 days, with YQCA representatives, content experts, and vendor representatives.
- At the start of the workshops, owners of each piece of content will be established. These owners will be responsible for providing final approval of the deliverable following the workshop.

- In the workshop, each piece of content will be developed and finalized through the alpha development stage on-site. In addition, test-out questions will be reviewed and updated.
  - The alpha development stage will include finalizing content, as well as on-screen text, audio script, and interactions. Media will also be found and replaced, as needed.
- After the piece of content has been finalized and developed, the owner will approve of the alpha version, professional narration will be recorded (if applicable), remaining media will be found and implemented, and the final version will be developed. Upon completion of the final version, the owner will approve the project.

### **Instructor-Led Training Curriculum Comprehensive Review and Revision Process**

- Development vendors will review the instructor-led training content based on the online module content changes. This review will begin once the online modules have been signed off on by the module owners.
- Development vendor will update the four existing instructor-led training slide decks to reflect those content changes. These changes may include updating existing slides, adding new slides, or deleting existing slides.
- Following development, volunteers from the YQCA Curriculum Committee will review the new slide decks.
- The development vendor will do one round of revisions and then YQCA will sign off on the final modules.

## **Curriculum Supplement Development Process**

In addition to the certification programs, YQCA develops materials to be used as supplements to the training program content. YQCA utilizes the following process in the development of those materials:

- In-person workshops will be conducted for 3-5 days, with YQCA representatives, content experts, and vendor representatives.
- At the start of the workshops, owners of each piece of content will be established. These owners will be responsible for providing final approval of the deliverable following the workshop.
- In the workshop, each piece of content will be developed and finalized through the alpha development stage on-site. In addition, test-out questions will be reviewed and updated.
  - The alpha development stage will include finalizing content, as well as on-screen text, audio script, and interactions. Media will also be found and replaced, as needed.
- After the piece of content has been finalized and developed, the owner will approve of the alpha version, professional narration will be recorded (if applicable), remaining media will be found and implemented, and the final version will be developed. Upon completion of the final version, the owner will approve the project.

## **Addressing and Responding to Curriculum Concerns/Content Updates**

In addition to the comprehensive curriculum review and revision process, YQCA will consider edits and recommendations provided by users and stakeholders.

Each year, the YQCA Curriculum Committee will convene to review any feedback from users or stakeholders pertaining to specific questions or concerns about YQCA Curriculum. The Curriculum Committee will determine the appropriate action taken based on unique question or concern.

Users and stakeholders will be provided several avenues to raise any questions or concerns regarding YQCA curriculum.

- Feedback can be provided through annual surveys
- Questions or concerns can be sent directly to YQCA staff
- Feedback can be provided through the Help Desk function on the website

Any feedback collected through these either of these options will be cataloged and provided to the YQCA Curriculum Committee when the committee convenes annually to review curriculum feedback.

1. Curriculum committee gets global/functional things
2. Content specific goes to authors (author team) of modules