

## Instruction Policy

**I. Introduction.** The delivery of content is primarily in the hands of the IECT instructors, as such we must ensure that they have the skills, credentials, and opportunities for improvement necessary to meet the needs of the student and to foster positive student outcomes.

**II. Purpose.** The purpose of this policy is to set requirements for review and maintenance of instruction.

**III. Definitions. Instruction.** The teaching and learning of information, skills, and knowledge conducted by a qualified facilitator (instructor).

**IV. Policy Statement.** The Director of Education and the President (Education Team or ET) will ensure that all instructors possess the necessary qualifications desired by DPOR. They will evaluate the instruction process at least quarterly; and they will provide formative and summative feedback to instructors and provide opportunities for professional development at least annually.

**V. Process.** The ET will develop an instruction review document that identifies key requirements for success. The review document will include delivery of content, currency of content, and engagement: student to student, instructor to student, and student to content (in all modalities).

### VI. Procedures.

A. Once a quarter the ET will observe, record, and provide feedback (formative and summative) to each instructor in the blended environment (includes face to face and online). As a minimum document the following:

1. Delivery of content (impact, commitment, knowledge)
2. Currency of content (How old? Books, web links, videos, audio)
3. Accuracy of materials
4. Engagement

a. Student to Student (are discussions meaningful, is there feedback among student peers?)

b. Student to Content (how is the formative assessment? Does student demonstrate mastery of content)

c. Instructor to Student (Does instructor/facilitator control the process and the discussion? Veering off? Frequency? Open ended or closed ended questions?)

B. Record the results of the review and identify improvement opportunities

C. Compare data results, findings to previous review sessions to identify strategic opportunities

D. Share results immediately with instructor/facilitator and develop formative and summative feedback instruments.

E. Share during annual performance review and make professional development recommendations

F. Share status during annual planning meetings. Include budgetary resources as necessary.

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**VII. Review.** This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President, Owner, and Director of Education on its effective date.

DATE 11/28/2018

INITIALS SG President  
INITIALS DW Director of Education  
INITIALS CG Owner

