**Plan of Instruction**

**Changes and Updates**

**6 October 2010**

The POI in this folder reflects what is currently being implemented for the course. Any changes being ***considered*** for implementation must be coordinated with all stakeholders before resources are expended to execute or implement the change. Changes in course length, title or ID (course designator) must be coordinated with PRM Scheduling and the Director of Academic

programs before committing to or advertising the change.

Should the CM, PLD or Center Director implement any changes to the course that would cause edits or changes to the content of the POI (except Part 5 - time tracker) follow the below documentation process:

1. Download the appropriate part(s) (source file(s) of the POI. Typically this would be the word file, i.e., POI Part 1-4 for the course. If there are changes to any course objectives or the structure of the course (the lessons the objectives are associated with), then the POI Part 4 IOAP will be impacted
2. Make the appropriate change via track changes to include a note in the change log.
3. Upload modified file (with the track changes) by using the overwrite feature in Blackboard when you click "modify". Add a comment when uploading as appropriate.
4. If the change involves the IOAP, follow the same process as above. MSExcel does have a track changes mode however it is recommended that you highlight the changed cells vice using the track changes and insert a comment noting the change.

**Annual Review Process.** Annually between 1 Oct and 15 Mar the below actions are required regardless of whether or not there have been any POI changes. Note that if there were changes implemented in the POI that impacted the time tracker (POI Part 5) and a new time tracker would have been required, do not start the annual review process until the new time tracker is completed, approved and filed in Blackboard.

1. Download the most recent version of the source files for the POI. (POI Part 1-4 and the POI Part 4 IOAP)
2. Accept all the track changes to the word file and remove highlights comments from the IOAP if any (remember, these changes have all been vetted, coordinated and implemented). Proof both documents.
3. Save the source files to your hard drive. Convert both files to PDF and save to your hard drive.
4. Download the PDF of the POI Part 5 to your hard drive. This is the current “approved” time tracker.
5. Merger the three PDF files and Route the updated complete POI for signature.
6. Upload (by overwriting) the source POI files (POI Part 1-4 and POI Part 4 IOAP) in Blackboard. No need to overwrite the POI Part 5 (time tracker) as the file in Blackboard would have already been the current one.
7. When all parties have signed the updated POI, upload (by overwriting) it to Blackboard.

**Any questions regarding the POI should be directed**

**to the Director, Academic Programs in LCIC**