

**University of the Cordilleras
Research and Development Center**

Guidelines for Instructional Materials Design and Development

General implementing guidelines

- Instructional materials include, but are not limited to, books, workbooks, manuals, and modules.

Instructional Materials are those “items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course...The term does not include electronic or computer hardware even if such hardware is bundled with software or other electronic media, nor does it include equipment or supplies” (State of Florida, Florida Statutes, Title XLVIII, Chapter 1006, Section, 29 [4]).

In addition to the above mentioned, pursuant to Republic Act 8293, copyrightable materials include, but are not limited to, the following: books, texts, laboratory manuals, programmed instructional materials and computer programs, computer software, and educational multimedia projects. Some other copyrightable materials based on the Act, such as glossaries, lectures, syllabi, musical or dramatic compositions, scripts, films, slides, charts, transparencies, digital, and photograph, are not considered as part of the university IMDD project.

- All proposed IMDD should be syllabus-based.
- The project should be aligned with the needs of UC students and will contribute to their potential for intellectual and academic development
- With this, capability, skills, knowledge and skills of the students, as well as the faculty members should be appropriately dealt with
- In considering the faculty members or teachers, the proposed IMDD should include an introduction and/formulation of new strategies in terms of pedagogy and teaching-learning context
- Instructional Materials to be developed must:
 - Allow students to develop, and embody the University of the Cordilleras core values;
 - Encourage students' learning and capability building on the target subject matter on a holistic and specific perspective;
 - Provide opportunities for teachers to gain, espouse, and/or develop new knowledge, strategies, and pedagogical approaches in teaching and learning;
 - Be based from the college/department syllabus;
 - Be assessed every periodically using a standard evaluation tool;
 - Be reproducible for implementation;
 - Be developable in a form of book for effective use in the university; and
 - Address the basic competencies, requirements and/or components of accrediting bodies and organizations.

- The research component of IMDD should contain the following elements:
 - Assessment of students' knowledge on the subject matter;
 - Assessment of students' needs on the subject matter;
 - Beneficiaries and the significance of the material;
 - Presentation of new knowledge, strategies and/or pedagogical approaches to be gained and/or developed in the design and development;
 - Applicability of the material to a specific college/department/target group; and
 - Evaluation of the material, which includes pilot testing and final assessment.
- The material should be evaluated by the department head and a co-faculty member before subjecting it to pilot-testing. Comments and suggestion shall then be incorporated.
- Pilot testing should be conducted in at least two classes; one by the author and the other by another teacher. If the author is a member of the NTS, he/she should request for the assistance of an academic dean for the pilot testing of the IM. The dean determines the classes for the pilot testing, with the approval of the VPAA.
- After the pilot testing, improvements are incorporated based on the evaluation or assessment.
- The CoMER will certify if the IM is deemed fit for implementation, reproduction, and distribution. Otherwise, additional time will be required from the authors to improve the material. However, no additional loads-off shall be given. This should be the final requirement before the completion of the project.

Eligibility

- Regular and full-time faculty members. This will be automatically considered as an application for the loads-off scheme. IMDD is not allowed to be proposed under the UC Grant-in-Aid Program.
- Non-teaching staff researchers may avail of the IMDD program; however, loads-off/time regulation nor GIA is allowed for the NTS-led IMDD. Instead, an honorarium of 3,000.00 per month, for one (1) term shall be given, on top of their salary. With this, the bulk of project implementation shall be conducted after regular office hours.
- This may include a maximum of two (2) researchers per instructional material.
- Proponents must have taught the subject of which he/she aimed at writing a book or instructional material. For NTS, they should have a specialization on the subject matter, a graduate degree related to the topic, and a strong experience or immersion on the focus of the material.

Duration

- All IMDD projects should be completed in one (1) term including conceptualization, design, development, data gathering, validation, assessment, pilot testing, evaluation, and submission of final output.

- Additional period or an extension may be granted based on the merit of the project. A written justification of the request, including explanation on the delay and need for a favorable action, shall be submitted to R&DC, to be approved by the VPAA. If extension is granted, no additional expenses and loads-off shall be given to the authors.
- The material should undergo one (1) year of implementation with evaluation at the end of the year; and updating should be made three (3) years after.

Material implementation and use

- If the material is proven effective based on the revision and/or evaluation, the CoMER, through the R&DC, endorses the use of the material. This shall be approved by the Academic and Administrative Council (AAC), through the VPAA. The author, with the approval of the dean/immediate supervisor, and in coordination with R&DC arranges the reproduction of the material for sale and distribution. Data on expected number of users should be provided by the author to prevent overstocking/oversupply.
- The selling price of the material is determined as follows:

○ Printing/Reproduction	:	Actual cost
○ Writer's Royalty	:	25% of the actual cost
○ College/Department share	:	10% of the actual cost
○ R&DC share	:	5% of the actual cost
○ Evangel's share	:	5%
○ University share	:	5%
- Faculty members, the authors included, are not allowed to buy the material from the bookstore for distribution to their students.
- The author may request the launching of the book or instructional material in coordination with the college. This, however, may be conducted after copyright has been considered for the material.
- Unless the research component and the scope of the IMDD clearly states that the project is intended for national or national circulation, all projects proposed under this program will be for internal UC use only.
- In case the author's intention is to publish and distribute it outside, it will still go through the same process, but with additional technical evaluation/review, as well as coordination with publishers outside the institution. The scope of the pilot testing will also be widened, catering students of other schools/universities/institutions.
- Authors intending to market the material outside, the material should be re-evaluated to suit it to other schools/institutions needs. This will undergo a more rigorous process having an external technical textbook reviewer and an external copy editor or associate editors. Manuals that will be shared outside shall have the approval of UC thru the R&DC and OVPAA.
- The author/s shall be responsible in searching for a reputable publisher for circulations outside the institution. If he/she finds one, the VPAA and R&DC should be informed to make

necessary arrangements with the publisher. Expenses shall be shared by the author/s and the university. However, the expenses for internal use are borne by the researchers/authors

- As to the royalties, same scheme applies but additional percentage shall be added for the publisher and/or distributor. This will depend on the policies of the publisher and distributor, however, subject to negotiation.
- It is the duty of the author/s to secure and process the copyrighting of the material. However, expenses shall be shouldered both by the University and the author/s as they are rightful owners of the material. (This will depend on the number of materials to be copyrighted for the year, expenses and savings of the R&DC, etc.).
- Copyrighting expenses (if applicable) shall be 50% (University)-50%(Author) because of the co-ownership. Nonetheless, instructional material publications for outside utilization should be in the form of a textbook only.