

## Course Content Review Policy

The policy to review course content and identify revisions occurs through the Professional Development Programs review process.

Through the annual internal review process for Professional Development programs, there is ongoing review of content. During team training meetings, coaches provide suggestions for revision based on the needs of their teams. Data is also collected through learner feedback and instructor (coaches) feedback.

Additionally, through environmental scan, course developers document trending information in K-12 education and annually update course materials based on learner need, more contemporary readings, or updated templates for learners to successfully meet learning outcomes.

All suggestions and data are documented and presented at the Directors Training Retreat, where Directors and CEO will analyze and implement needed revisions.