



RUFORUM 21ST ANNUAL GENERAL MEETING 2025

CONCEPT NOTE

AICCRA Course Validation and Content Sustainability Workshop



THEME

Positioning Africa's Universities and the Higher Education Sector to effectively impact development processes on the continent

Hosts:

The Government of Botswana and
RUFORUM member Universities in Botswana led by Botswana University of
Agriculture and Natural Resources

Venue:

GICC

Date: 28th - 30th November 2025

Time: 08.00-16:00 Central African Time (CAT)

Contact Persons: Unity Chipunza (u.chipunza@ruforum.org)

Background

Following the RUFORUM eLearning Platform (REP) upgrade and the subsequent intensive Courseware Adaptation Design exercise (13-17 October 2025), thirteen (13) high-priority courses have been successfully transformed from static documents into interactive, self-paced eLearning modules on the RUFORUM eLearning Platform. The integrity of the knowledge contained within the 13 courses is paramount. While the adaptation exercise focused on pedagogical design and standardization, this workshop ensures content fidelity and a robust learner experience. This 3-day follow-up workshop is the crucial final step in the quality assurance (QA) process. It is designed to bring the original Subject Matter Experts (SMEs) together with the instructional design and RUFORUM technical teams for a final pedagogical and technical validation. Furthermore, it includes a focused training component to empower the RUFORUM team and select SMEs to sustain and update the content going forward.

Objectives

The workshop aims to achieve the following:

1. **Content Validation:** Obtain final sign-off from all SMEs on the accuracy and fidelity of the adapted eLearning content, verifying that the instructional design adaptation has not compromised the original subject matter.
2. **Pedagogical Review:** Evaluate the flow, interactivity, and learner engagement mechanisms against the agreed-upon design philosophy.
3. **Technical Readiness:** Conduct final user acceptance testing (UAT) on the REP to ensure all content and platform elements function flawlessly across devices and meet accessibility standards.
4. **Capacity Building:** Train on performing minor content updates, managing Moodle activity types and using modern authoring tools for future content sustainability.
5. **Finalization:** perform any minor, last-minute edits, culminating in the official validation sign-off for all 13 courses

Approach

The workshop will employ a hands-on, blended approach combining plenary design presentations,

structured small-group reviews (one SME per 3-4 courses), and practical software training sessions.

Expected outcomes and deliverables

By the end of the 3-day workshop, the project will have achieved the following deliverables:

- 13 Validated Courses confirming the accuracy and pedagogical soundness of all 13 courses.
- Consolidated Edit Action Plan: A documented list of final minor edits to be executed by the RUFORUM team within the first week of December.
- Trained Content Sustainers: Key RUFORUM staff and designated SMEs will be technically enabled to perform routine content maintenance on the REP.
- Official Launch Readiness: The 13 courses will be formally confirmed as ready for public deployment and highlighted as a major project success at the December RUFORUM AGM.

Participants

AICCRA course developers (SMEs), RUFORUM course development team.

Organizers

RUFORUM and AICCRA

Friday 28th November 2025: Content Fidelity and Design Review

Venue: GICC, ROOMXXX, Gaborone

Registration Link: xxxxxxxxxxxxxxxxxxxx

Session Chair: Unity Chipunza

Rapporteurs: xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Time	Activity	Responsible person
08:00-08:30	Arrival and registration	Unity Chipunza
08:30-08:45	User accounts renewal and registrations, software installations and technical readiness checks	Unity Chipunza Nada Musa
0845-0900	Opening remarks	Dr. Florence Nakayiwa, Deputy Executive Secretary, RUFORUM
09:00 - 10:30	Presentation and review of the adopted ID Methodology, tools and the standardized course template.	Dr. Alfred Mutanga
10:30 - 11:00	Health Break	
11:00 - 13:00	Session 1 Review: SMEs review assigned courses for factual accuracy and ensure the conversational tone is appropriate.	Dr. Alfred Mutanga
13:00 - 14:00	Lunch Break	
14:00 - 16:00	Session 2 Review: SMEs review courses, focusing on the correct integration of Case Studies and Application modules	Dr. Alfred Mutanga
16:00 - 16:30	Plenary: initial feedback consolidation discussion of major content concerns and immediate action points for the ID team.	Dr. Mary Kulabako

Day 2: Pedagogical & technical validation

Time	Activity	Responsible person
0800-830	Arrival and Registration	Unity Chipunza
0830 -0900	Day 1 recap and Day 2 overview	Unity Chipunza/Nada Musa
09:00 - 10:30	Technical User Acceptance Testing Session: navigate selected courses as a learner to test user experience, navigation, and device responsiveness.	Dr. Alfred Mutanga
10:30 - 11:00	Health break	
11:00 - 13:00	Focused review of all interactivity & assessment elements, quizzes, and knowledge checks to ensure they effectively measure learning outcomes	Dr. Alfred Mutanga
13:00 - 14:00	Lunch break	
14:00 - 16:00	Feedback Session: Review and updating of multimedia, scenarios and case studies to ensure they meet real-world practitioner needs.	Dr. Alfred Mutanga
16:00 - 16:30	Action planning and closing: Edit Prioritization and compilation of a comprehensive list of all required minor edits, categorized by difficulty.	Dr. Mary Kulabako

Day 3: Sustainability Training and Final Sign-Off

Time	Activity	Responsible Person
08:00 - 08:20	Arrival and settling	Unity Chipunza
08:20 - 08:30	Recap of Day 2	Unity Chipunza/Nada Musa
08:30 - 10:30	Sustainability training: Hands-on training for on basic Moodle course editing, creating, packaging and editing content using selected authoring tools for routine course updates.	Dr. Alfred Mutanga
10:30 - 11:00	Health Break	
11:00 - 12:00	Final review and presentation of the final edit action Plan (post-workshop).	Dr. Alfred Mutanga
1200 -1230	Official signing off of the Course Validation Certificate for all 13 courses.	Prof. M. Majaliwa
12:30 -13:00	Workshop Closing and Way Forward: Final project status update and logistical briefing regarding the presentation and launch.	Dr. Florence Nakayiwa
13:00 - 14:00	Lunch Break	
14:00 - 16:00	Open afternoon	All