

## **COURSE / PROGRAM DEVELOPMENT**

- 1.0 Continuous development, evaluation, and adaptation of courses/programs are necessary if the District is to meet the educational needs of students. All courses/programs must be consistent with the state and approved District content standards, must provide for specific student needs related to the District curriculum, must achieve Board Ends, be consistent with state law, and promote educational equity across the District. Educational research and best practices should guide the review of and the development of new courses/programs or the deletion of existing courses/programs.
- 2.0 The development, articulation, implementation, and adaptation of courses/programs at the District level shall include the establishment of:
  - 2.1 A procedure for the direct involvement of staff, District curriculum specialists and/or coordinators, students (when appropriate), parents, and other impacted individuals; and
  - 2.2 A process for the development, adaptation, evaluation and/or deletion of courses/programs.
- 3.0 For such courses/programs at the school level, the building principal is responsible for ensuring that:
  - 3.1 The course/program proposal is reviewed by staff, District curriculum specialists and/or coordinators, school accountability committee, and, when appropriate, students; and
  - 3.2 A completed course/program proposal (Form Code: 6200) for a new course/program is submitted to the Learning Services Department no later than November 1 of the calendar year prior to the proposed implementation.
- 4.0 The Learning Services Department is responsible for ensuring that:
  - 4.1 Course/program proposals are reviewed in a timely manner by curriculum specialists and are approved, disapproved, or returned to the school for modification; and
  - 4.2 Course/program proposals are forwarded to the Superintendent or designee for review and approval.
- 5.0 The Department of Learning Services is responsible for establishing procedures for review of course/program proposals that include:
  - 5.1 Verification of student achievement/learning in relationship to the state and District content standards and Board Ends;
  - 5.2 The alignment of the course/program goals with District courses/programs frameworks and Board Ends;
  - 5.3 The purpose of the course/program;
  - 5.4 The consistency of the course/program with current and future student needs;
  - 5.5 Appropriate research and best practices;
  - 5.6 A review of budgetary implications.
- 6.0 A completed course/program evaluation must be submitted to the Learning Services Department on the District Policy forms no later than November 1 of the calendar year following the first year of implementation and every 5 years thereafter.

### COURSE/PROGRAM PROPOSAL

Any new course proposal should incorporate the elements of rigor, equity and developmental appropriateness. The following questions should guide the process of course development:

• Academic Rigor

- Does the course articulate a clear set of learning goals that include high standards, skills, ideas, and useful procedures?
- Does the course challenge students by building upon previous learning goals?
- Does the course provide academic challenge?

• Equity

- Does the course promote high levels of achievement among all students?
- Does the course approach learning in more than one way and account for differences in style and student background?

• Developmental Appropriateness

- Does the course build on past learnings and challenge students to acquire new learnings?
- Does the course consider the appropriateness of the students' developing thinking skills?
- Does the course engage the student at an appropriate developmental level?

**The following proposal must be submitted to the appropriate Curriculum Specialist by November 1 preceeding the first year of course implementation.**

Content Area(s): \_\_\_\_\_

Course Title: \_\_\_\_\_ SCED Code #: \_\_\_\_\_

Length of Course:

\_\_\_\_\_ Quarter \_\_\_\_\_ Trimester  
\_\_\_\_\_ Semester \_\_\_\_\_ Year

High Schools Only

Credit to be awarded: \_\_\_\_\_ Course Fee: \_\_\_\_\_ Course Level: \_\_\_\_\_

**Draft**

Graduation Requirement: Yes \_\_\_\_\_ No \_\_\_\_\_

Course syllabus is attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Requirements for first year evaluation have been reviewed:

Yes \_\_\_\_\_ No \_\_\_\_\_

**COURSE/PROGRAM PROPOSAL, cont.**

1. Please identify the District Curriculum Specialist/Coordinator who has been involved in the development of this course at the building level.

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2. Which Curriculum Content Standards are addressed by this proposal? (Attach appropriate District Framework document.)

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3. What data do you have to support student need of this course?

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4. Where and how does this course align with the scope and sequence of existing coursework in this content area(s)?

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4a. Can this course be repeated for credit? \_\_\_\_\_

4b. If applied to graduation credit, what are the options for a student who fails the course?

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5. What are the first year impacts of the proposed course on:

- enrollment \_\_\_\_\_

- materials/resources \_\_\_\_\_

- facilities \_\_\_\_\_

- staff \_\_\_\_\_

- existing courses \_\_\_\_\_

5a. What are the long-term impacts of the proposed course on:

- enrollment \_\_\_\_\_

- materials/resources \_\_\_\_\_

- facilities \_\_\_\_\_

- staff \_\_\_\_\_

- existing courses \_\_\_\_\_

6. Which research-based instructional practices will be implemented into the course activities?

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7. What are the impacts of the proposed course upon feeder school course offerings?

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8. Are there specific qualifications for teachers of this course?

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8a. Are there qualified teachers currently on staff? If so, how many? If not, what plan is there for someone to obtain qualifications?

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9. How will students with special needs (Special Education, Language Acquisition, Gifted and Talented) be accommodated?

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**COURSE/PROGRAM PROPOSAL, cont.**

10. Which other departments (e.g. Special Education, Risk Management, Staff Development) have you consulted regarding this proposed course?

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11. What District Policy or Master Agreement implications are involved with the proposal?

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12. How does the proposed course address the Board's End Statement?

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13. Please provide the following projections:

	First Year	Years 2-5
Number of students enrolled in course	_____	_____
Number of teachers needed	_____	_____

14. Please provide the titles of primary instructional materials.

Current:

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To Be Adopted:

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15. Please provide the following estimated costs:

Textbooks (New purchase)	\$ _____
Instructional Materials	\$ _____
Special Equipment/Other	\$ _____
Staff Development	\$ _____

16. Explain how the following will be funded from your school budget:

Staffing

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Materials/Resources

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Equipment

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**COURSE/PROGRAM PROPOSAL, cont.**

School Reviewers Signatures:

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Curriculum Specialist

\_\_\_\_\_  
Date

District Reviewers Signatures:

\_\_\_\_\_  
District Curriculum Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Instruction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director of Schools

\_\_\_\_\_  
Date

Decision:

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Resubmitted for modification: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

### NEW COURSE EVALUATION

(To be submitted to Learning Services by November 1 following first year of course implementation)

*Please attach a copy of the original/approved course proposal.*

Date of Evaluation Submission \_\_\_\_\_

Title of Course \_\_\_\_\_

School Year of Original Implementation \_\_\_\_\_

School \_\_\_\_\_

Content Area \_\_\_\_\_

Teacher(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When was the course offered? (Check all that apply.)

Full Year \_\_\_\_\_

Quarter \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4

Trimester \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3

Semester \_\_\_\_\_ 1 \_\_\_\_\_ 2

#### 1. Student Enrollment Data

(Provide data for each term separately if course was offered more than once per school year.)

Enrollment:

	First Day	Last Day
Males	_____	_____
Females	_____	_____
Total	_____	_____

Grade level breakdown enrollees:

	First Day	Last Day
Grade 6	_____	_____
Grade 7	_____	_____
Grade 8	_____	_____
Grade 9	_____	_____
Grade 10	_____	_____
Grade 11	_____	_____
Grade 12	_____	_____

**NEW COURSE EVALUATION, cont.**

Recipient group breakdown of enrollees:  
(Students may be in more than one recipient group. Total will exceed enrollment.)

	First Day	Last Day
English Language Learners	_____	_____
Special Education	_____	_____
Title 1	_____	_____
Ethnicity	_____	_____
White	_____	_____
Hispanic	_____	_____
Black	_____	_____
American Native	_____	_____
Asian/Pacific Islander	_____	_____
Gifted/Talented	_____	_____
Extra/Co-Curricular	_____	_____

2. Feedback Data

Provide examples of student, parent and/or faculty feedback regarding the course's impact on student achievement. Please indicate if survey data or comments are attached on separate sheet.

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**NEW COURSE EVALUATION, cont.**

3. Budgetary Implications

Total cost of materials \_\_\_\_\_

Funding Source \_\_\_\_\_

Staff Training \_\_\_\_\_

Funding Source \_\_\_\_\_

Staffing Cost \_\_\_\_\_

Additional Resources \_\_\_\_\_

Funding Source \_\_\_\_\_

4. Standards Alignment and Student Achievement

Referring to the standards cited in the original course proposal, describe how achievement was assessed and attach examples of course assessments, projects, rubrics, etc. that demonstrate standards alignment.

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Provide student achievement data (other than grades) which demonstrate student achievement related to the standards described in the course proposal.

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**NEW COURSE EVALUATION, cont.**

Submission Signatures:

_____	_____
Teacher	Teacher
_____	_____
Teacher	Department Chair
_____	
Principal or Assistant Principal	

Recommendation Date: \_\_\_\_\_

Course recommended for continuation.

Date of next evaluation: \_\_\_\_\_

Course recommended for one-year continuation with restrictions.

Course will be re-evaluated in one year. \_\_\_\_\_

Course recommended for discontinuation.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learning Services Review Team:

\_\_\_\_\_  
Curriculum Specialist/Coordinator

\_\_\_\_\_  
Curriculum Specialist/Coordinator

\_\_\_\_\_  
Director of Instruction and Assessment

\_\_\_\_\_  
Other Learning Services Representative

\_\_\_\_\_  
Superintendent or Designee