Addition and Deletion of Courses and Programs

The Instructional Leadership Team shall evaluate new courses and programs for a minimum of two years. The following procedures will be adhered to when adding, deleting, and/or reviewing course offerings.

A. Addition of Courses

1. The addition of courses will be based on an identified need. This need will represent student or public interest in a particular study. This need may also be based on the need for realignment of the curriculum due to new or revised mandates, including the Standards of Accreditation.

2. Any requests for adding courses will be directed to or originate from the Assistant Superintendent of Instruction using IFR-Form A.

3. Following the analysis and approval of the Instructional Leadership Team, the request will be submitted to the Superintendent for approval.

4. The Superintendent or designee will recommend the addition of new courses to the School Board.

5. School Board approval will be required before a new course may be implemented.

B. Deletion of Courses

1. The deletion of courses will be based on reasons such as a decline in student enrollment, inappropriate content, curriculum covered in other courses, changes in the Standards of Accreditation, unfavorable program evaluation, funding availability, or other pertinent data such as market and labor trends.

2. All requests for deleting courses should be directed to or originate from the Assistant Superintendent of Instruction using IFR-Form B.

3. After study by the Instructional Leadership Team, the Assistant Superintendent of Instruction shall make a recommendation to the Superintendent for deletion of the course.

4. The Superintendent or designee will recommend deletion of the course to the School Board.

5. School Board approval is required before a course may be deleted from the curriculum.
C. New Program Proposal Development and Approval Process

1. Any new program or project which is not in part of the standard approved program or which deviates from School Board Policy or regulation, will follow a specific process before approved or implemented and must be approved by the School Board before implementation.

2. The program must meet all Accreditation Standards and follow the process outlined in IFR-Form C. The program proposal shall set forth certain objectives to be achieved under specified circumstances for specific costs.

3. The School Division gives the authors of the proposal the opportunity to achieve the specific objectives under the described circumstances; the authors must include an evaluation plan/design, approved by the Instructional Leadership Team to determine if the objectives have been achieved. The Assistant Superintendent of Instruction will approve final proposals.
REQUEST FOR NEW COURSE APPROVAL

Source of Proposal:
(Curriculum Committee, School/Principal, other)

Date of request:___________________________________________

Date to become effective:_____________________________________
(First semester to be offered)

Course title:_________________________________________________

Proposed course number:________________ State course code:_________

Subject area:_________________________________________________

Grade levels at which the course is to be offered:_____________________

Short description for Program of Studies:__________________________

Course Description:

(a) _____required or ____ elective

(b) _____year or _____semester

(c) Include course in: _____GPA
       _____ Honor Roll

(d) Course level: _____Regular
       _____Advanced
       _____College
       _____Advanced Placement
       _____International Baccalaureate
       _____IB Preparatory

(e) Type of course (check all that apply):
       _____regular term course
       _____summer school course
       _____online course
       _____dual-enrollment course
       _____alternative education course

(h) Verified credit: _____yes _____ no

(i) Non-credit: _____yes _____ no

(j) Co-requisite(s):________________________

(k) Number of additional staff required to teach this course or courses formerly taught by the instructor for this course:

(l) List course(s) and course number to be dropped/deleted/changed due to addition of this course:________________________

Give a brief description of the student population, interests and/or needs targeted by this course.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Text suggested for course

(a) _______ state basal text: __________________________

name __________________________
publisher __________________________

(b) _______ non-basal text: __________________________

name __________________________
publisher __________________________

(c) _______ other print materials (list names, publishers, and addresses): __________________________

Technology Requirements: pc for students, other equipment or software (names, publishers of software). If software, is it owned by county? If not owned, what are the technical specifications? Is the software network or web enabled?

List required qualifications of instructor for course. Position/endorsement code: __________________________

State the rationale for offering the course (and its replacement of other courses, if applicable).

________________________________________________________________________

For off-campus courses (CAS, Mentorship, Service Learning, Emerging Leaders, etc) describe location(s) and time(s).

________________________________________________________________________

Outline course content or attach syllabus/curriculum guide including goals, objectives, knowledge and skills to be learned.

________________________________________________________________________

________________________________________________________________________

Describe perceived student interest. (Who will take this course?)

________________________________________________________________________

________________________________________________________________________

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Assistant Superintendent for Instructional Leadership

Date __________________________ Instructional Director __________________________
Request for Course Deletion

Form B

Part I: General Information

Source of Proposal:
_________________________________________________________________
(Curriculum Committee, School/Principal, other)

Date of request:
________________________________________________________________________

Proposed date of deletion:
________________________________________________________________________

Course Title: ______________________________________________________________

If applicable, course number: ________________ state course code: ____________

Subject or Program area:
________________________________________________________________________

Grade level(s) at which the course will impact: __________________________

Rationale for course deletion:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe the process and timeline for deleting this course. Include how you will involve and inform stakeholders about this change.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Include trend data that describes reasons for the deletion of the course (enrollment, budget constraints, staffing, other)

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______________________________
Date

______________________________
Principal

______________________________
Assistant Superintendent of Instruction
New Program Proposal and Approval Process  

Form C

The program development should include a review and representation from targeted groups: teachers, parents, students, Instructional Leadership Team, and the Department of Budget and Finance. A formal proposal shall include a narrative of the following:

**Part I: Program Proposal Development**

A. **Program Description:**
   1. What is the title of the program?
   2. What is the program designed to accomplish?
   3. Who will receive the services of the program?
   4. How will these services be identified?
   5. Who will deliver the services?
   6. Where will the program be housed?

B. **Rationale:**
   1. Why is the program needed?
   2. What data supports the need for the program?
   3. Has the program been shared elsewhere? If so, what are the results?
   4. Has this program been identified in research as a best practice or promising trend?
   5. How does the program align with the division strategic plan?
   6. Does the program require a waiver of any Standards of Accreditation?
   7. What program, if any, will this new program replace?

C. **Goals and Objectives:**
   Goals and objectives should be:
   1. Clearly stated
   2. Observable
   3. Measurable
   4. Backed by research or demonstrated need, and
   5. Related to the program goal

D. **Operation and Calendar:**
   1. What is the timeline for planning and implementing the program?
   2. How will the program will be implemented?
   3. Who will implement and monitor the program?
   4. What special accommodations are needed?
   5. What other options are available to deliver the same or similar services?
   6. At what point will be program become fully implemented?
E. **Staffing:**
   1. What staff will be required to offer the program?
   2. What qualifications will the staff possess?
   3. How will the staff be selected?
   4. How will the staff be trained?
   5. Who will supervise and evaluate the staff?
   6. How will training be evaluate?

F. **Budget**
   This section of the proposal describes the costs of the program. All projected costs, including salaries and fringe benefits, training, supplies, materials, equipment, space renovations, communications, evaluation process, and transportation should be included. The budget should include the first year as well as subsequent years.

G. **Evaluation Plan:**
   This section of the plan is the evaluation design and should be collaboratively planned by the program authors and a representative from the Instructional Leadership Team. The evaluation design should answer these questions:

   1. What research questions will be used to evaluate the effectiveness of the program?
   2. What data sources will be collected?
   3. How frequent will data be collected?
   4. How will data be collected?
   5. How will data be analyzed?
   6. What indicators will be used to determine program effectiveness?

**Part II Program Implementation and Evaluation:**

A. Once a proposal has been reviewed and approved by the School Board for implementation, the implementation plan should be initiated. Program administrators will be expected to develop and to execute an action plan that guides the implementation of the program.

B. In accordance with Policy IF, all new programs will be evaluated for a minimum of two years. The schedule and focus of the evaluations are as follows:

   a. **Year-One Evaluation**
      During the first year of the program, the focus of the evaluation will be on the implementation of the program. At regular scheduled intervals, a designated member of the Instructional Leadership Team will meet with the program staff to determine if the program is being implemented as designed. Program staff will be responsible for developing a written justification for any modifications to the program that have occurred. As appropriate, members of the Instructional Leadership Team will assist the program staff with the collection and maintenance of data.
b. **Year-Two Evaluation**
   During the second year of the program operation, the focus of the evaluation of the program will be on the program outcomes, progress made toward meeting the program’s goals and objectives, and program effectiveness. A formal evaluation report will be written and presented to the School Board.

c. **Full Implementation**
   Programs that have been designed to take more than two years to fully implement will also be evaluated during the year in which the program reaches full implementation. The full implementation evaluation will focus on the accomplishment of the program’s goals and objectives, as well as program effectiveness. A formal report will be written and presented to the School Board.

C. Each formal written evaluation report to the School Board will conclude with one of the following recommendations:
   a. Continue the program without modifications
   b. Continue the program with modifications
   c. Expand the program, or
   d. Discontinue the program

Revised: January 9, 2017