



FAYETTEVILLE PUBLIC SCHOOLS

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NEW COURSE APPROVAL PROCESS Due by 5:00 pm on September 15, 2017

Directions: Please create a copy of this form. Complete the form and follow the directions for moving a new course request from the school level to the district level. Questions about the New Course Approval Process should be directed to Dr. Steven Weber, Associate Superintendent for Teaching & Learning, steven.weber@fayar.net.

Procedures: In order for a new course to be added to the course offerings for FPS, the New Course Approval Process must be followed.

New courses are defined as follows:

- a wholly new course that has never been taught in FPS or
- a course that was taught in FPS at a prior time that is resurrected and proposed to be added to the current course offerings or
- a course currently listed in the FPS course offerings but whose title is changed or
- a course currently listed in the FPS course offerings but is opened to additional grade levels or
- a course that is currently listed in the course offerings but substantially revised with respect to content and skills.

Any teacher or administrator can propose a new course. The timeline must be followed with the appropriate required paperwork submitted by each deadline indicated on the timeline. Each course is to be reviewed and endorsed by teachers at the department level, by the building leadership team, and by various groups representing the district prior to being considered by the District Course Approval Committee. The goal is that there is broad-based review of new courses at various levels within our system and there are opportunities for input. If there is disapproval at any level, the new course does not move forward. The only exception to this would be when unique circumstances are involved with the particular new course. The new course may be resubmitted the following year. Endorsement/approval is achieved through consensus or majority voting.

The proposer is charged with the responsibility of moving the new course through the various levels of review, meeting the appropriate deadlines, obtaining signatures as needed, meeting with the appropriate department to discuss the new course, attending building leadership team meetings at which the new course will be considered, and presenting the new course at any district level committee meeting including the District Course Approval Committee meeting in late September. To begin the process, the proposer must complete the Course Approval Required Paperwork, discuss the new course with the building principal and department chair and obtain signatures, and send the Course Approval Required Paperwork by September 15, 2017 to Dr. Steven Weber, Associate Superintendent for Teaching & Learning.

If the new course is a junior high course, the proposer must meet with and obtain signatures from both principals on the Course Approval Required Paperwork by September 15. Next, departments from both campuses must discuss and endorse/approve the course in order to move forward. Assuming both departments approve, the proposer must meet with both building leadership teams to present the proposed new course for consideration.

TIMELINE FOR NEW COURSE APPROVAL PROCESS

- By September 15** Deadline to submit the Course Approval Required Paperwork with all required building and department signatures to Dr. Steven Weber, Associate Superintendent for Teaching & Learning
- Late-September** A District Course Approval Committee meets to review proposed new courses and approve/not approve
- Early October** Superintendent Review and Approval
- Mid-October** Approved new courses are added to FPS Course Information Guide for Grades 5 - 12 for following school year.

COURSE APPROVAL REQUIRED PAPERWORK

This form must be fully completed by the course proposer and submitted to Dr. Steven Weber, by **September 15**. The proposer must also hold discussions with the building principal and the department chair about this course proposal **no later than September 15**.

PROPOSER _____ SCHOOL _____

_____ NAME OF PROPOSED COURSE _____

_____ SEMESTER OR FULL YEAR (circle) DEPARTMENT _____

_____ KIND/AMOUNT OF CREDIT AWARDED _____ OPEN TO _____

STUDENTS IN GRADES 5,6, 7, 8, 9, 10, 11, 12 (circle one or more) DATE _____ DATE OF _____

DISCUSSION WITH BUILDING PRINCIPAL _____ PRINCIPAL SIGNATURE _____

DATE OF DISCUSSION WITH DEPT. CHAIR _____ DEPT. CHAIR SIGNATURE _____

Respond fully to the following questions. Use additional space/paper as needed.

1. Describe the proposed course. Include content to be studied, skills, connections to students' literacy development, and alignment to the appropriate Arkansas Framework.
2. Why is this proposed course needed?
3. How does this proposed course impact course sequencing within the department?
4. Is there a prerequisite for taking this proposed course? If so, what course is the prerequisite?
5. How will this proposed course impact student achievement and connect with and support Board and campus goals?
6. What instructional materials are needed to teach this proposed course? Be specific regarding book titles, software, etc.
7. What measurable outcomes will determine student and course success?
8. What are scheduling implications? Include expected student enrollment in year one and number of sections anticipated for the proposed course in first year of implementation.
9. What are staffing implications? Address teacher certification issues.
10. What are financial implications?
Textbooks/Software/Technology
Equipment
Space
Teacher Training

COURSE APPROVAL REVIEW FORM

The proposer of a *new course is responsible for completing this form as evidence of review at the levels indicated. This form with dates and outcomes of the reviews noted should be presented at the District Course Approval Committee meeting in late October.

DATE OF REVIEW AT DEPARTMENT LEVEL _____ **APPROVED/DISAPPROVED**
(circle one)

DATE OF REVIEW BY BUILDING LEADERSHIP TEAM _____ **APPROVED/DISAPPROVED**
(circle one)

DATE OF REVIEW BY Department Chair _____ **APPROVED/DISAPPROVED**
(circle one)

DATE OF REVIEW BY DISTRICT COURSE APPROVAL COM. _____ **APPROVED/DISAPPROVED**
(circle one)