



NEW COURSE PROPOSALS

NEW COURSE PROPOSAL PROCESS

To Initiate:

New course proposal forms are available on-line on the District website <http://www.wdpsd.com>. Click on District>“For Staff” tab>Forms/Documents>Curriculum Dept. It is called NEW COURSE PROPOSAL FORM. Teacher(s) initiating a proposal must have rationale and supporting data that indicates that a new course is needed. The proposal must be supported by a grade level team or department members to move forward. When a plan has been given final approval the appropriate staff will develop a timeline of events with the Director of Curriculum. The course will be implemented in 15 months.

August	September	October	November	December	January
		Deadline for submission to building administrator. Step #2	Proposal is reviewed by building administrator and the Director of Curriculum and is approved or denied. Step #3	Rationale for new course development and presentation of data is initially made to faculty for discussion. Step #4	Reflection – more data can be collected for faculty if requested.

February	March	April	May	June	July
Final presentation to faculty council for approval or denial of course proposal. Step #5	Presentation of rationale and data to the Superintendent who approves or denies proposal. Step #6	Presentation of rationale and data to the Board of Education for Approval or Denial (motion to adopt). Step #7	Planning with the Director of Curriculum to create a subsequent year action plan for course development. Course to be implemented in 15 months. Step #8		

Please Note:

District administrators reserve the right to cancel the continuation of an approved course or an approved course in progress based on unforeseen issues that might interfere with its development.



West De Pere School District New Course Proposal Form

Submitted by: _____ Date: _____

Title of Proposed Course: _____

Grade Level(s) of Proposed Course: _____

- A. Rationale for new course proposal:

- B. Attach data/evidence that demonstrates course need

- C. Timeline of Action Steps

- D. Anticipated staff development needed for the development and implementation of this course

- E. Anticipated budget needs (e.g. textbooks, instructional resources/materials, staff development). List the item, quantity, and anticipated cost. Identify initial start-up costs and recurring annual expenses.

- F. List names of staff involved in the course development process:

- G. Additional information that may be helpful in reviewing this request:

Approved by:

<input type="checkbox"/> yes	<input type="checkbox"/> no	Building Principal _____	Date: _____
<input type="checkbox"/> yes	<input type="checkbox"/> no	Director of Curriculum _____	Date: _____
<input type="checkbox"/> yes	<input type="checkbox"/> no	Building Faculty _____	Date: _____
<input type="checkbox"/> yes	<input type="checkbox"/> no	WDP Board of Education _____	Date: _____

Curriculum Office: Copies to: Teacher Contact Principal
Dir. of Curriculum