

IGB1—Curriculum Research/Experimental Instructional Materials Procedures

Addition of Courses

The addition of courses shall be supported by a sound rationale based upon strong curricular content, research-based instructional methodology, and student need. The use of data shall be a fundamental process in the creation of coursework to strengthen the decision-making process. Specific data may include, but may not be limited to, course content, method of delivery, and specific student groups to be served.

The process for the addition of coursework shall be responsive to the changing needs and interests of the school community at large. Efforts shall be made to gather input from all constituent groups and solicit the participation of teachers, parents, students, and community members.

The approval of new courses shall be based on a number of factors that may affect their impact on the greater instructional program. These factors may include the level of content and rigor, the availability of resource support, and the accessibility of appropriate facilities. Consideration may also be given to the quality of desired outcomes to prepare students with appropriate 21st century skills and tools.

The steps to be taken in order to gain approval of new course additions to the curricular offerings shall comply with Policies IGA and IGB. New courses may be incorporated into the curriculum as experimental or innovative programs.

The following steps should be taken:

- A curriculum research design shall be prepared by the department or curriculum committee responsible for the new program. The model design shall include a rationale; statements of goals to be accomplished; references to state standards; descriptions of intended audience, identification of required resources; course evaluation component; processes for approval by all stakeholders; and a timeline for implementation. The format for this research design will be one authorized by the Administrator or the Administrator's designee.
- Following submission and approval of the course and goals, the new course will be referred back to the Administrator(s), department, or committee for preparation of written course objectives in accord with the general format used by the School. The Administrator is responsible for working with the respective staff members to develop the instructional objectives and course outlines. The Administrator shall have the general coordinating authority and supervision of the formation of all courses of study and instructional objectives.

The accomplishment of the above steps shall be completed prior to the end of the current school year for implementation during the following school year.