

## **Process/Steps for proposing a new course**

- **Phase I:**
  - A teacher will bring the justification piece of the new course to their site department for conversation
  - Once the department has had a chance to discuss the new course justification, it will be brought to the site TL group for discussion
  - The principal and department TL will provide a written statement of support for the course proposal
  - The justification will be presented to the district department TLs for conversation.
  - The preparer, department TL and site principal will sign off that these discussions have been had and agree that the proposal may move forward in the process.
  
- **Phase II**
  - The preparer will develop a complete course of study for review
  - The new course of study will be provided to the subcommittee for review. Using a rubric, the subcommittee will evaluate the proposal for adherence to the criteria created for all district courses.
  - The course of study will either be returned with comments and suggested revisions for advanced for further review
  - The course of study will be presented to the Leadership team for review and comment
  - Once the course of study has been reviewed and revisited based on feedback, it will be brought forward to the Board of Trustees for consideration
  - Every course of study must be formally approved by Board of Trustees.
  - All approved course of study descriptions must be given to counseling for student course selection handbook.
  - If appropriate, UC Course Approval paperwork must be submitted to TUHSD Educational Services
  - Textbook, materials and resource ordering must be submitted to the District Office in a timely fashion
  
- **Phase III**
  - Upon completion of one year of implementation, the teacher will provide a reflection to the subcommittee on the success of the course implementation to include student, department, and counseling feedback as well as personal statement on what was successful and what he/she might change.

***Compensation for writing a new course of study is to be approved by site administration prior to the work being done. The author is paid for work done on the actual course, not the proposal. The same pre-approval is required for compensation for UC submission work. The author will be compensated for up to 15 hours of work.***