

Course of Study Revisions – Process and Steps

- **Phase I**

- A teacher leader will inform district department teacher leaders that a course revision process is commencing.
- Teacher leaders will bring the existing course of study and the course of study revision template forward to their subject specific departments for conversation and determine who will be involved in preparing the first draft of the revised course of study and when/how feedback will be elicited and incorporated from department members.
- The preparer(s), department TL and administrative liaison will sign off that these discussions have been had and agree that the revisions may commence.
- The preparer(s) will develop a revised course of study for review using the course of study revision template as a guide.

- **Phase II**

- The revised course of study (COS) will be provided to the Course Revision Subcommittee for review. Using a rubric and the template, the subcommittee will evaluate the COS for adherence to the criteria created for all district courses.
- The COS will either be returned with feedback and suggested revisions or advanced for further review.
- If further revisions are required, the preparer(s) will resubmit the COS to the Course Revision Subcommittee until they advance it for further review.
- 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 the Board of Trustees.
- All approved course of study descriptions must be given to the Counseling departments 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 accordance with instructional materials timelines.