

Administrative Procedure 7019 MR1

Courses and Programs: Non-Ministry

1. All locally developed and board/authority authorized courses and non-ministry programs must be authorized by the Board of Education.

2. **Submission**
 - a) Proposals for locally developed courses, not intended for graduation credit, shall be submitted on the district's *Proposal: Locally Developed/Non-Ministry Course* form. Those courses at the grade 10 - 12 level intended to be used for graduation credit shall be submitted on the *Board/Authority Authorized Courses Course Description* form, available from the office of the assistant superintendent.

 - b) Course program submissions will describe:
 - i) the procedures utilized in creating the submission, including teacher and parents' advisory council and school planning council involvement;

 - ii) the educational rationale for such a course, including the need for a locally developed (LD) or board/authority authorized (BA/A) designation;

 - iii) the course content; the procedures for selection of learning resources, which must comply with board policy; the anticipated methodology to be utilized; the student evaluation criteria; and the link, if any, to other school or district programs;

 - iv) the anticipated budget and facility requirements, including a listing of proposed course fees and the anticipated amount and type of travel, and

 - v) the impact of the course or program on existing course or programs; on the school's operating, learning resources and equipment budgets, and on the school's facilities.

 - c) Those courses and programs not being offered for three consecutive years will automatically be removed and will require a new application for approval by the Board.

3. **Review**

- a) There will be a periodic review of existing non-ministry and board/authority authorized courses and programs.

School District No. 71 (Comox Valley)

PROPOSAL: Locally Developed/Non-Ministry Courses

Date: _____

School: _____

I. GENERAL INFORMATION

A. Course Title: _____
Grade level(s): _____

B. Permission is requested to introduce the above course for the school year _____

- C. 1. Number of students anticipated: _____
2. Number of classes to be offered: _____
3. What courses may be affected (i.e., drop in enrolment) by this student choice?

D. Name and qualifications of instructor(s) who will teach this proposed course:

E. 1. Organization of course in regard to time (*approximate number of hours? semestered? quartered?*) _____

2. Facilities and equipment required to offer the course:

F. Describe the process used in the development of this proposal (*e.g., involvement of teachers, PAC, students*) _____

II. INFORMATION RELATING TO COURSE CONTENT

A. Course Outline:

B. Major Learning Outcomes (*point form*):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

C. Rationale:

1. Reasons for offering the course: _____

2. Relationship/links to and/or integration with other school or district programs/courses:

III. COURSE DELIVERY

A. Learning Resources:

1. Process for selection (refer to Management Regulation 7019MR1): _____

2. Anticipated resources: _____

B. 1. Instructional strategies and activities (e.g. research projects, use of technology, guest speakers, group work, field trips):

2. Student assessment strategies: how will students demonstrate their learning? (e.g., portfolios, presentations, self-assessment, interviews, projects, demonstrations, journals)

3. General criteria for student assessment and evaluation (What are the criteria for excellent, good, satisfactory, and minimally acceptable performance?):

IV. IMPACT

A. The predicted impact that this course will have on:

- 1. Facilities: _____
- 2. Resources: _____
- 3. Equipment: _____
- 4. Enrolment in other courses: _____

B. The anticipated budget (specify details):

- 1. Facilities: _____
- 2. Resources: _____
- 3. Equipment: _____
- 4. Student travel/field trips: _____
- 5. Student fees: _____
- 6. Other: _____

V. PLANS FOR EVALUATING THE COURSE/PROGRAM IN THE SPRING

(e.g., proposed process, how it will be evaluated, and who will be involved):

Date: _____

Principal Signature

APPROVAL:

Date: _____

Superintendent of Schools or Designate

Board/Authority Authorized Courses
Course Description Form

Please complete one form per Board/Authority Authorized Course and submit them to the Ministry of Education, along with *Form 1526*.

For Ministry Use	
Course Name	Course Code

Part A		
District Name		District Number
School District #71 (Comox Valley)		71
District Contact Person (<i>name</i>)	(<i>phone number</i>)	(<i>email address</i>)
	250-334-5500	
Title of Course		
Grade Level of Course	Number of Course Credits	Number of Hours of Instruction
Rationale for Offering the Course		
Special Training Required for the Course		
Special Facilities Required for the Course		
Supplies Required for the Course		
Learning Resources for the Course		

Date of Board/Authority Authorization		
Authorized Signature	Title Assistant Superintendent	Printed Name

Part B

Check to confirm that each of the following components are contained in your course.

- Rationale
- Pedagogy/Methodology
- Curriculum Organizers/Topics
- Learning Outcomes
- Instructional Component
- Assessment Component
- Learning Resources

Part C

Please write a brief description of your course. This description, which will become part of a Board/Authority Authorized Course Information web site available to teachers throughout the province, should contain:

- the course title
- general course outline
- major objectives/topic areas
- additional information you feel would be helpful to teachers

(You may continue on next page if you need more space.)

**Board/Authority Authorized Courses
Course Outline**

Part A

District Name: _____

District Number: _____

Course Title: _____

Grade Level of Course: _____

Developed by: _____

Date Developed: _____

School Name: _____

Principal's Name: _____

District Approval Date: _____

Number of Course Credits: _____

Number of Hours of Instruction: _____

Prerequisite(s): _____

Special Training, Facilities or Equipment Required: _____

Part B

Rationale:

Organizational Structure:

Unit	Title	Time
Unit 1		
Unit 2		
Unit 3		
Unit 4		
	Total Hours	

Unit/Topic/Module Descriptions:

Unit 1:

Overview
Curriculum Organizers and Learning Outcomes

Unit 2:

Overview
Curriculum Organizers and Learning Outcomes

Unit 3:

Overview
Curriculum Organizers and Learning Outcomes

Unit 4:

Overview
Curriculum Organizers and Learning Outcomes

Unit 5:

Overview
Curriculum Organizers and Learning Outcomes

Instructional Component:

Assessment Component:

Learning Resources:

Additional Information: