

Curriculum Development

The Curriculum Council invites you to submit new course proposals and/or changes to existing courses for the academic year 2015–16.

New Course Proposals

As in previous years, all DHS departments are requested to meet and discuss with their faculty members any potential new courses they wish to submit to the Curriculum Council for review and possible addition to the DHS course catalog. Any proposed new course concepts should be approved by the majority of the faculty in the department before the end of this school year. Please follow the guidelines as prescribed in the document, *Curriculum Development: New Course Proposal and Changes to Existing Course*. All sections of the document should be completed and approved by the department before submitting to the chair of the Curriculum Council no later than Friday, September 4, 2015. It is important to provide as much information, documentation, and data as possible to support the new course proposal.

Changes to Existing Courses

This year we are asking that any proposed changes to existing courses follow the same procedures and timeline as New Course Proposals. All DHS departments are requested to meet and discuss with their faculty members any potential changes to existing courses and obtain approval for the revision(s). Please use the same document, *Curriculum Development: New Course Proposal and Changes to Existing Course*, and complete all sections on page 1 and all other applicable sections in the rest of the document related to the proposed revision(s) following the guidelines for each section. Include both the current information for the course and the proposed revisions in all applicable sections. The completed document should be approved by the department and submitted to the chair of the Curriculum Council by Friday, September 4, 2015. It is important to provide as much information, documentation, and data as possible to support the change(s) to the course.

The document, *Curriculum Development: New Course Proposal and Changes to Existing Course*, and other resources will be available on the DHS website.

If you have any questions please contact your department representative or any member of the Curriculum Council.

**Completed document should be submitted via email
to [Jackie Bennett](#) by September 4, 2015.**

In the fall, the Curriculum Council will review the documents and schedule a meeting with the teacher submitting the proposal and/or the department coordinator requesting revisions to an existing course.