

## 2015-16 Timeline for Course Proposals

1. **June**  
Faculty submit ideas for new course proposals to applicable department coordinator to be reviewed and approved by department.
2. **August**  
Completed *Proposal for Curriculum Development* submitted to department coordinator to be reviewed and approved by department.
3. **September**
  - Approved *Proposal for Curriculum Development* submitted to Curriculum Council chairperson by **Friday, September 4, 2015**.
  - Council meets to review course proposals.
  - Council meets with faculty proposing new courses.
  - Council consults with department coordinators as necessary.
4. **October**
  - Council chairperson presents proposals to Community Council and solicits feedback from student body.
  - Council recommends course proposals to be reviewed by the Departmental Council.
5. **November**
  - Departmental Council reviews proposals and notifies council chairperson of results. Council chairperson notifies faculty submitting proposals of results. Approved proposals submitted to DHS Administration.
  - DHS Administration reviews proposals and notifies council chairperson, Departmental Council, and the faculty submitting proposals of results. Approved proposals submitted to Assistant Superintendent for Curriculum.
  - Assistant Superintendent for Curriculum reviews proposals and notifies council chairperson of approved proposals. Approved proposals submitted to the Board of Education.
6. **November – December**  
Assistant Superintendent for Curriculum schedules meeting for faculty submitting proposals to present to the Board of Education.
7. **January**
  - Assistant Superintendent for Curriculum notifies DHS Administration and council chairperson of results.
  - DHS Administration notifies faculty submitting proposals and Departmental Council of results.
  - Approved courses submitted to the Guidance department for addition to the Course Catalog.