CAC Process for Course Submission

Teacher(s) *[hereinafter known as Author(s)]* propose a new course

Author(s) share idea with Division Lead and Principal.

If approved at site, Author(s) contact appropriate C&I Department Lead and IB Coordinator or CTE Coordinator (if applicable) to discuss course proposal prior to creating Google Doc. Contact Info

If granted approval to move forward, Author(s) complete Google Doc

Author(s) shares **Google Doc** with Lead Teacher or Coordinator for review

C&I Department reviews and offers feedback to site on the **Google Doc.**

Author(s) transfers approved **Google Doc** into **Google Form**

Deadline #1: Is when **Google Form** must be completed to ensure review at specific CAC meeting.

Deadline #2: Course Outline to be shared with Principals for review and discussion at Principals' meeting.

Deadline #3: Course Outline(s) to CAC committee for review. At least one week prior to CAC meeting date.

Deadline #4: CAC Meeting
Author(s) of course and site rep attend CAC meeting to field questions regarding the course. CAC votes to approve, contingently approve, or deny course.

Deadline #5: Author(s) work with C&I Lead Teacher or Coordinator to make required revisions to Course Outline. Due the Monday following the CAC meeting.

Deadline #6: Pending all previous deadlines were met, course is added to Board Agenda for Board Approval

08/062019