

Book	Policy Manual
Section	(B) PROGRAMS
Title	Policy B104 - Adoption Of Courses Of Study
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Title: Adoption of Courses of Study
Section: Programs

I. Purpose

The Joint Committee shall provide a comprehensive instructional program to serve the career and technical education needs of the secondary students of the local attendance area. It will also provide programs to meet the occupational needs of the business and adult residents of this attendance area. The program shall be composed of two parts:
Secondary level programs
Post-secondary level programs

II. Definition

A "planned course of study" is a planned course ora series of planned courses that are designed to teach specific knowledge,skills, and behaviors in a systematic and cumulative manner. Planned courses consist at least: Scope or description of the course, course objectives,expected student learning outcomes, the evaluation criteria and procedures used in assessing the attainment of learning outcomes, a listing of the educational resources necessary to deliver instruction and an estimate of the time necessary to achieve student outcomes.
Each planned course shall be based on a current occupational needs analysis and a listing of tasks performed by workers within the occupation for which the course is designed.

III. Authority

No course of study shall be taught in EASTERN unless it has been adopted by the Joint Committee. The Joint Committee reserves the right to determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Joint Committee.

IV. Responsibility

The Director is responsible for the continuous evaluation of the efficacy of courses of study and shall recommend to the Joint Committee such new courses of study as the Director deems to be in the best interest of the residents of this attendance area.
The Director shall invite the participation of professional staff and advisory committee members at every level in the formulation of his/her recommendation. The Director's recommendation shall include the following information about the proposed course of study:
validation of occupational and task analysis by the Occupational Advisory Committee.
its applicability to students and an enumeration of those groups of students to be affected by it

its description and content, including the instructional method where such method departs significantly from the traditional and is an integral part of the course of study.
its rationale in terms of the goals of this Career and Technical School and justification, especially when it is proposed to take the place of an existing course of study.
the resources that its implementation will require: textbooks, materials, equipment, specially trained personnel.
the evaluation methods and standards by which its efficacy will be monitored and measured.
its developmental history with data, where available on its use elsewhere.
the community need for trained personnel in these skills.

The Director shall maintain a current list of all courses of study offered by this school and shall annually furnish each member of the Joint Committee and participating school districts with a copy upon revision.

Nothing in this Policy is intended to obligate EASTERN to maintain a particular course of study from year to year. Alterations to list of approved courses of study are approved annually by the Joint Committee and are subject to change at the Joint Committee's sole discretion due to enrollment or other factors.

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