New Course Proposal Process

Reference or Contact: Assistant Superintendent for Curriculum and Instruction

As a result of changes in the state law, new requirements by the legislature or by the State Board of Education, student growth, and/or Humble ISD's continual efforts to meet student needs, all courses at grades 7-12 will be reviewed each November by the Secondary Course Selection Committee. The following process will be used:

Step One

To propose a new course, a campus course selection committee composed of the building or associate principal, the content-related ALT, a counselor, and the subject coordinator or director must agree that:

- Based on general criteria mentioned below, the course would be a viable course for other campuses
- Based on data (i.e. student needs assessment, student testing data, Bridges data), a student/school need and interest exists;
- A highly qualified teacher is available to teach the course
- Funds are available for personnel and resource support
- The course exists in the PEIMS C022 table as verified by the content Curriculum Coordinator
- The course would be a viable course for other campuses
- The person requesting the course has written a preliminary YAG (Year at a Glance) (see attached template) and agrees to help write the curriculum for the course

Step Two

When the above criteria have been met, submit the appropriate form(s) to the Director of Student Support Services.

Step Three

The Assistant Superintendent for Curriculum and Instruction will review the proposals and acquire clarification where necessary.

Step Four

After clarification and review, the course proposal forms will be presented to the Secondary Course Selection Committee for approval. The Secondary Course Selection Committee will be composed of

1. Chief Academic Officer
2. Assistant Superintendent for Curriculum and Instruction
3. Student Support Services Director
4. CTE Director
5. Director of Data Quality
6. Advanced Academics Director
7. Assistant Superintendents of High Schools and Middle Schools
8. Assistant Superintendent of Data Quality
9. Educational Support Services Representative
10. Campus administrators and campus counselors

The following criteria will be used for making recommendations for approval of the new course:

- Student/school need and interest
- Completed proposal form
- C022 course number and TEKS

- Master schedule issues/conflicts
- Alignment of course to endorsement/career cluster
- Start-up costs and materials, cost to student
- Necessary equipment
- Flow of course with current offerings and district philosophy
- Level of long term interest in course
- Availability of certified personnel
- Viability of course for all district campuses

Step Five

Student Support Services will submit the Request for New Course eSchool Form to the Data Quality department and include the course in the Humble ISD Planning Guide.

Proposed Calendar

September	Blank New Course Proposal Forms sent to secondary principals by Assistant Superintendent of Curriculum and Instruction.
October	Deadline for teachers, counselors, etc. to submit completed forms to campus course selection committee or building administrator for inclusion in the Humble ISD Planning Guide for the following school year. Forms submitted to the Assistant Superintendent of Curriculum and Instruction for review and clarification.
October/ November	Course Selection Committee meets to review proposed courses, plan course sequencing, review GPA/class ranking policy, etc.
January	Humble ISD Planning Guide is published on website. Secondary counselors meet with Secondary Coordinators and Directors to hear about changes in course offerings, etc. Counselors begin meeting with students and parents to plan course selections.
February	New courses brought for board approval. Counselors finalize course selections with students.
March	Upload from Bridges to eSchool. Course requests reports are generated. Blank New Course Proposal Forms are sent to administrators.