

Board/Authority Authorized Course Application Process

A sub-committee of the Curriculum and Instruction Committee will review applications for Board/Authority Authorized Courses. Recommendations for approval will be provided to the Chilliwack Board of Education for adoption in the Chilliwack School District. It is the Chilliwack Board of Education that grants approval of Board/Authority Authorized Courses.

Step 1

All course applications must fulfill the requirements described in the Ministry document using the template found at the following website:

http://www.bced.gov.bc.ca/graduation/baa_reqprod.pdf.

Step 2

Please provide 5 copies of each course application and send them to the Assistant Superintendent of Schools, School District Office.

Step 3

The sub-committee will meet to review the course application, using the Ministry requirements and the checklist developed for use in the Chilliwack School District. A copy is attached. The sub-committee may request the sponsoring teachers present information or respond to questions on the course application.

Step 4

The sub-committee makes approval recommendations to the Curriculum and Instruction Committee. The Curriculum and Instruction makes recommendations to the Board of Education for final approval. The Board of Education will decide whether or not a course application is approved. The final decision will be communicated to the school principal. All approved courses will be listed and provided to all secondary school Principals, Directors of Instruction, Assistant Superintendents, Superintendent and the Ministry of Education.

Board/Authority Authorized Course Review Committee Course Application Review Guide

Course: _____

Committee members are encouraged to consider the following questions in reviewing course applications for Board/Authority Authorized Courses in the Chilliwack School District (SD #33).

- 1. Does the course application include the following? Please place a check mark in the box provided if the course application does include the following information:**

Course Name: _____

Grade Level: _____

Number of Credits: _____

Course Synopsis: _____

Rationale

Why is it important for students to take this course?

How is it different from or connected to existing courses?

Organizational Structure: _____

Learning Outcomes: _____

Instructional Component: _____

Assessment Component: _____

Learning Resources:

2. Are there some other considerations that are of a concern for you?

The relationship to courses offered by other institutions, including other school districts, post-secondary institutions or certification organizations.

The accessibility to students, i.e., cost, course pre-requisites.

The anticipated enrolment in the proposed course.

The potential cost implication on school funds and facilities.

The teaching qualifications required. (i.e. ability, experience and training of the instructor).

The appropriateness of the course for the public school environment*.

(*ie., it is evident that social considerations, safety standards compliance and risk assessment are taken into account for the instruction of the class. Social considerations and safety standards must comply with the most current edition of the Ministry Guide for Resources).

Board/Authority Authorized Course Approval Committee

Course Approval Review Guide

Course: _____

Committee members are encouraged to consider the following questions in consideration of course applications for Board Authorized Courses in SD 33.

1. Does the course application include the following? Please place a check mark in the box provided if the course application does include the following information:

Course Name _____

Grade Level _____

Number of Credits _____

Course Synopsis _____

Rationale

Why is it important for students to take this course?

How is it different from or connected to existing courses?

Organizational Structure _____

Learning Outcomes _____

Instructional Component _____

Assessment Component _____

Learning Resources _____

2. Are there some other considerations that are of a concern for you?

The relationship to courses offered by other institutions, including other school districts, post-secondary institutions or certification organizations.

The accessibility to students, i.e., cost, course pre requisites.

The anticipated enrolment in the proposed course.

The potential cost implication on school funds and facilities.

The teaching qualifications required. (i.e. ability, experience and training of the instructor).

The appropriateness of the course for the public school environment*.

(*ie., it is evident that social considerations, safety standards compliance and risk assessment are taken into account for the instruction of the class. Social considerations and safety standards must comply with the most current edition of the "Ministry Guide for Resources).

