



Department of Defense Education Activity
ADMINISTRATIVE INSTRUCTION

NUMBER 2001.02

Date: JUN 18 2009

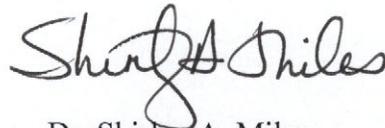
EDUCATION

SUBJECT: Course Description Approval

Reference: DoDEA Regulation 2001.2, "Department of Defense Education Activity Course Description Approval," January 9, 2003 (hereby canceled)

1. PURPOSE. This Administrative Instruction establishes policy and procedures for administering the Department of Defense Education Activity (DoDEA) course description approval process.
2. APPLICABILITY. This Administrative Instruction applies to the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.
3. POLICY. It is DoDEA policy that curriculum and course descriptions in DoDEA schools shall be developed within the curriculum development process.
4. RESPONSIBILITIES. See Enclosure 1.
5. PROCEDURES. Enclosure 2 provides overarching procedures and the steps for submission of course changes.

6. EFFECTIVE DATE. This Administrative Instruction is effective immediately.

A handwritten signature in black ink that reads "Shirley A. Miles". The signature is written in a cursive style with a large, looped initial "S".

Dr. Shirley A. Miles
Director

Enclosures

1. Responsibilities
2. Procedures
3. Add New Course Form
4. Drop/Replace Course Form
5. Course Description Form

ENCLOSURE 1

RESPONSIBILITIES

1. Director, DoDEA. The Director, DoDEA, shall ensure that the course description approval process and implementations of new courses are administered in accordance with the policies and procedures established herein.
2. Associate Director for Education (ADE), DoDEA. The ADE, DoDEA, shall give final approval of all new courses based on recommendations of the Chief of Curriculum, DoDEA, and the Area education chiefs and shall ensure courses are added to or removed from the approved course code directory.
3. DoDEA Instructional Systems Specialists. The DoDEA Instructional Systems Specialists shall:
 - a. Review incoming/new course proposals in their respective disciplines.
 - b. Propose new courses within their respective disciplines.
 - c. Make recommendations to the Chief of Curriculum, DoDEA, on all course proposals submitted for approval.
4. DoDEA Area Education Chiefs. The DoDEA Area Education Chiefs shall:
 - a. Review course proposals forwarded by the superintendents.
 - b. Obtain input from appropriate content experts.
 - c. Conduct a preliminary evaluation of the proposal and its value to the system.
 - d. Include course proposals at the next scheduled meeting of the Area education chiefs.
 - e. Forward course proposals to the Chief of Curriculum, DoDEA, for final review and approval.
5. DoDEA District Superintendents. The DoDEA District Superintendents shall:
 - a. Ensure that the development and implementation of new courses are consistent with the policy statement in paragraphs 4.b. and 4.c. of this enclosure and procedures statements in Enclosure 2.

b. Provide the respective Area education chief with new course description proposals that contain the required screening and research consistent with the procedures statements in this Instruction.

c. Review all requests for additions or changes to the course descriptions and recommend approval or disapproval to the Area education chief.

ENCLOSURE 2

PROCEDURES

1. Proposals. Proposals for courses to be added to DoDEA Course Code Directory and offered in schools must be submitted to the Area education chiefs during the school year prior to that in which the course is to be offered. Requests must be accompanied by a course description to reflect DoDEA curriculum standards in a manner that does not duplicate material taught in other courses. The request must also include rationale and justification for the new course. Courses recommended for approval by the Area education chiefs will undergo course description editing for consistency with the online course description model.
2. District Procedures. District superintendents will screen all requests for additional courses prior to forwarding them to the respective Area education chief. Course description proposals should be rejected at the district level if they (1) reflect duplication of content already covered in existing courses, (2) do not have a clearly described focus/objective, (3) are at variance with DoDEA's prescribed curriculum direction and/or, (4) reflect a particular teacher's strength or uniqueness and cannot be duplicated system-wide.
3. Area Procedures. Recommended courses received by the Area Education Chief from the district superintendent's office will be directed to the appropriate content expert for technical analysis, review, and recommendation. Copies of the analysis will be sent to the Curriculum Chief, DoDEA. The recommendation will be reviewed by the appropriate DoDEA Headquarters curriculum/program coordinator. A written review will be provided to the Area education chiefs for input on the decision for approval/disapproval. Decisions on new course titles in the course description guide will be made by the Area education chiefs. At that time, new courses will be placed in the appropriate subject area section of the manual for the following spring. If the course proposal is disapproved at the DoDEA Headquarters level, rationale for disapproval will be furnished to the sending district superintendent's office.
4. Headquarters Procedures. As part of on-going curriculum evaluations, course descriptions will be reviewed for additions, modifications, or deletions. Courses not related to a discipline will also be periodically reviewed. Recommendations by the DoDEA Headquarters curriculum/program coordinator will be forwarded to the Curriculum Chief, DoDEA, for approval or disapproval. New and additional courses will be placed in the section for new or modified courses in the Course Code Directory and bolded to emphasize a change in the year in which they are to be implemented.
5. Completion. Upon completion of review and evaluation by the Curriculum Chief, DoDEA, and the Area education chiefs, the course proposal and recommendations for approval/disapproval will be forwarded to the ADE, DoDEA, for final determination.

ENCLOSURE 4

DROP/REPLACE COURSE FORM

CHANGES TO THE COURSE LISTING FOR SY /			
DROP /REPLACE COURSE FORM			
PART 1 - TO BE COMPLETED BY THE CURRICULUM COORDINATOR			
COURSE TO DROP	NAME	COURSE CODE	REPLACE WITH
SIGNATURE: _____		DATE: _____	
PART 2 - TO BE COMPLETED BY THE DoDEA CURRICULUM CHIEF AND AREA EDUCATION CHIEFS			
DECISION: (APPROVAL) _____ (DISAPPROVAL) _____			
Curriculum Chief: _____			
ED CHIEFS: PACIFIC _____ EUROPE _____ DDESS _____			
PART 3 - TO BE COMPLETED BY THE ASSOCIATE DIRECTOR FOR EDUCATION			
DECISION: (APPROVAL) _____ (DISAPPROVAL) _____			
SIGNATURE: _____		DATE: _____	
PART 4 - TO BE COMPLETED BY THE EDUCATION TECHNOLOGY BRANCH			
DROPPED FROM MASTER LIST:			
SIGNATURE: _____		DATE: _____	
RETURN COMPLETED FORM TO CURRICULUM COORDINATOR			

ENCLOSURE 5

COURSE DESCRIPTION FORM

COURSE TITLE: CODE:	GRADE LEVEL: COURSE LENGTH:
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Major Concepts/Content:

Major Instructional Activities:

Major Evaluative Techniques:

Essential Objectives: Upon completion of the course, students should be able to

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