

ADMINISTRATORS' ACADEMY COURSE PROPOSAL WORKSHEET

COURSE PROPOSAL NUMBER:		
COURSE TITLE:		
ROE:	REVIEWER:	
CONTACT PERSON:	DATE REVIEWED:	
ACTION TAKEN:	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/> MODIFICATIONS NECESSARY	
	<input type="checkbox"/> RETURNED FOR MODIFICATION:	
1. Course Title	The Course Title is descriptive, clearly indicating the content or topic, including key words. While catchy phrases are used for marketing, they are <u>not</u> appropriate here because the title may be used in search mode to locate the course.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		
2. Course Description	The Course Description clearly indicates the course content or topic. The outcomes are evident and aligned to the Course Syllabus. Any pre-session assignments and/or materials that participants must bring to the session (such as School Improvement Plan) are clearly listed.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		
3. Number of CPD Hours	The workshop is a minimum of 6.0 hours in duration, of which at least 3 hours are in direct contact with the presenter. Appropriate time is included for pre-session and indirect contact activities such as reading, preparing documents, and completing the Application/Dissemination component.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		
4. Participants' Outcomes	Course content focuses on a single set of measurable outcomes. Each outcome indicates what the participant <u>will know or be able to do as a result of the instruction, and is not worded as an action.</u> Outcomes reflect a depth of knowledge rather than a breadth of information over multiple topics. School Leader Standards and Performance/Knowledge Indicators are aligned directly to each outcome.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		

5. Course Materials	All materials included in the Academy are listed, including Power Points, audio/video materials, worksheets, templates and handouts. Materials are substantive to ensure the presenters thoroughly know the content before offering the course to participants. Copyrighted materials are identified. The course does not reflect one individual's perspective or opinions; rather a variety of authors is identified. All required information is provided.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		
6. Copyrighted Materials	Contact information is included for all copyrighted materials that are not readily available to presenters. It is illegal to use copyrighted materials without written permission from the creator, and the contents may not be used by another individual even if not verbatim.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		
7. Research References	Research references used to create this course are listed. Participants will know what research lead to the creation of the course. A single research paper, article, website, booklet, etc. is not sufficient as it may represent only one individual's perspective on a topic. Research references may be provided to participants for further intensive study.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		
8. Course Syllabus	<p>The course syllabus outlines the subtopics addressed and up to three recommended activities for delivery. Subtopic titles are concise, but clearly indicate the instructional topic for that time period. Activities are varied and address multiple learning styles while engaging participants in higher order thinking skills such as analysis and synthesis of the content. Appropriate adult learning strategies are included to attain the intended goals. Only one subtopic is identified as the Application/Dissemination component, though application activities may be used throughout the instruction.</p> <p>Duration time appears appropriate as the best estimate of how long the activity will take to complete.</p> <p>Direct Contact is indicated for all activities that take place with the presenter or in the class. Indirect contact takes place outside the formal instruction or away from the presenter. Activities such as "Small Group Discussion" and Group Activity" are not indicated for Indirect Contact where the participant is not in touch with the rest of the group.</p>	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		

9. Application Dissemination Component	The A/D component requires each participant to 1) apply the new knowledge and/or skills acquired in this course to her/his school or district community in a real-life situation; 2) engage in a research assignment that delves deeper into the content of this course; 3) apply research from this course to a decision-making process in the participant's school or district; or 4) facilitate the creation of a learning community among members of the school or district. Each participant will produce a written product that reflects application, analysis, or synthesis of the course outcomes. Assignments are specific and include clearly identified criteria or templates. Sufficient time appears to be provided for the completion of the assignment.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		
10. Certified Trained Presenter(s)	The course proposal indicated whether the course is to be presented by a certified or trained presenter, and if so, how others can obtain the list of approved presenters. If the creator will train new presenters, a list of their requirements is included. If trained presenters are identified, they are willing to deliver the course in multiple geographical areas of the state as needed. Academies are not approved for one-time events so national presenters who are not available to replicate the course in Illinois are unacceptable.	<input type="checkbox"/> OK <input type="checkbox"/> Modified <input type="checkbox"/> Rejected
Comments:		

Final Summary Comments: