

## **ADMINISTRATORS' ACADEMY REVIEWING ADMINISTRATORS' ACADEMY COURSE PROPOSALS**

**1 – Search IAAMS to determine if the course proposal duplicates a previously approved course or if it is a revision of a currently approved course.**

Course proposals that duplicate already approved courses will not be approved. If a proposal is a revision of a previously approved course, be sure to obtain an email from the entity that previously received approval for the course. The email should include the following; 1) number and title of the approved course with an explanation that it is okay for the new entity to revise the course and resubmit for approval and, if they are agreeable, 2) an okay to mark the old course obsolete when the new one is approved. If the previously approved course is protected and the previous submitter does not okay a revision to be submitted by another entity, the course proposal should be rejected.

**2 – The course title should be precise and include a reference to the content (so someone searching the system could find it in a word search of the title).**

Course proposals that are resubmissions should include a title that identifies it as a resubmission. A course proposal that is a follow-up to an approved course should include a title that identifies it as a follow-up.

**3 – Course descriptions should describe what the course covers and what participants will learn and/or do during the delivery of the course. The description should not include a rationale for the course.**

**4 – Outcome statements should provide a basic description of what is expected of participants. Outcome statements should be stated in terms of what participants will learn or be able to do – e.g. “Participants will learn...,” “Participants will know...,” or “Participants will be able to...”).**

**5 – The course material list must include at least one required instructional item and should include all materials needed to deliver the course, including videos and powerpoint programs.**

Materials that are copyrighted must be listed as such (this is meant to identify protected materials). Anyone wanting to protect their investment in creating a course may want to include copyrighted materials.

Note: Videos and powerpoint programs identified in the list of course materials should also show up as activities under one or more subtopics in the syllabus.

**6 – The research reference list must include at least one reference and should include all references used to create the course.**

**7 – The course syllabus must include appropriate subtopics (divisions) of the course.**

Only one subtopic can be listed as the application/dissemination component (even if there is application in each subtopic). Normally, the application/dissemination component is the last subtopic listed (it doesn't have to be the last one, but it should not be the first one). If a subtopic includes a group or individual activity, the subtopic description should somehow describe the activity.

**8 – The application/dissemination component should describe the written product each participant will submit.**

**9 – Certified/trained presenters are marked only if they are required.**

Anyone wanting to protect their investment in creating a course should probably be indicating that certified/trained presenters are required.

**Items Listed Below This Line Are Meant for ISBE Staff Only**

**10 – Notes should be added for each action of the reviewer.**

**11 – Emails should be sent to the submitter of the course proposal when modifications are required or the proposal is approved.**

**12 - A paper file should be created for all approved courses.**

The file should include the following; 1) a copy of the approved course, 2) a copy of any emails sent to request modifications and announce the proposal is approved, and 3) a copy of the recorded notes. If the course is reviewed on paper, the file should also include a copy of each proposal submitted as well as the course proposal worksheet completed by the reviewer.