New Course and Instructional Materials Adoption Flow Chart

Generation of Ideas
- An idea or proposal is initiated by a:
  - School or district PLC or team
  - Teacher or individual
  - District administrator
- and shared with the Director of Curriculum and the school or program administrator for their input

Proposal Development
- An ad hoc committee develops and refines the idea using research, rubrics, and an establilshed process that considers need, resources, and district/school goals
- A formal proposal, including the rationale and implementation implications, is created
- The proposal is submitted to the Director of Curriculum and the school or program administrator

Leadership Team Approval
- Ad hoc committee representatives present proposal and request approval from related subject-area Content Leadership Team(s)
- For proposals not related to specific Content Leadership Teams, representatives present proposal and request approval from the District Leadership Team

CIMC Approval
- If the proposal is approved by related Content Team(s), CIMC considers it and decides whether to recommend it to the School Board
  - Yes? Proposal scheduled for a School Board presentation and action
  - No? Proposal returned to originator(s) for consideration of next steps; adiministrators and Leadership Team(s) notified

School Board Action
- School Board members hear and vote on the proposal
  - Yes? District administrators oversee implementation of the proposal
  - No? Proposal returned to originator(s) for consideration of next steps; adiministrators and Leadership Team(s) notified

Implementation
- School and district administrators allocate resources and implement the adopted proposal

Review (As Needed or Required)
- Progress and process are reported to staff, administrators, Content Leadership Teams, and the School Board, as appropriate