



Chilliwack School District  
"Partners In Learning"

## ADMINISTRATIVE REGULATION 603.1

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### BOARD/AUTHORITY AUTHORIZED COURSES

The Ministry of Education requirements are listed in the document *Board/Authority Authorized Courses: Requirements and Procedures*. The requirements for BAA courses define the structure, components and rigor of a course. They consist of the following:

1. Course Name
2. Grade Level
3. Number of Credits
4. Rationale
5. Organizational Structure
6. Learning Outcomes
7. Instructional Component
8. Assessment Component
9. Learning Resources

Teachers (individuals and groups) who wish to seek approval for a BAA Course shall use the following procedures to be considered in the course calendar for the following school year.

1. Discuss the concept of the proposed course with their school principal before proceeding with the application.
2. Make a thorough assessment of the student needs the course would meet. Consult with counsellors and other subject teachers to determine the level of interest in the proposed course. Ensure that the course meets all Ministry of Education requirements.
3. Prepare and submit an overall outline of the proposed course using the BAA Course Application. Submit a print copy of the proposed course to the school principal for signature who will then forward it to the Superintendent or designate before October 15<sup>th</sup>.
4. If approved, the Superintendent or designate and school principal will take the proposal to the Curriculum and Instruction Committee for review prior to Board approval.

**Board Authorized Courses**

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5. Each BAA course will be evaluated after its first year and again on a 3-year cycle.
6. These procedures must be completed before April 1st for Board Authorized Courses to be offered in the following school year.
- 7.. BAA Courses will normally be evaluated at the conclusion of the year in which the course is first offered. A brief written report is to be submitted to the Superintendent or designate. An evaluation of the learning outcomes and student performance may also be required.

Samples of requirements and procedures may be found at the Ministry of Education website: [http://www.bced.gov.bc.ca/graduation/baa\\_reqprod.pdf](http://www.bced.gov.bc.ca/graduation/baa_reqprod.pdf)

Cross Refs:

Adopted            June 19, 2007  
Reviewed  
Revised

## **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 School Trustees for adoption in the Chilliwack School District. It is the Chilliwack Board of School Trustees 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](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 School Trustees for final approval. The Board of School Trustees 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 \_\_\_\_\_

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Committee members are encouraged to consider the following questions in reviewing course applications for Board/Authority Authorized Courses in the Chilliwack School District (S.D. #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 \_\_\_\_\_

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Learning Resources

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**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.

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

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The anticipated enrolment in the proposed course. \_\_\_\_\_

The potential cost implication on school funds and facilities.

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

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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”).

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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.

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The anticipated enrolment in the proposed course.

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The potential cost implication on school funds and facilities.

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

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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”).

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