

# INSTRUCTIONS FOR CURRICULUM AND CREDIT REVIEW ANNUAL REPORT

Revised September

2005

Atlantic Union Conference Office of Education, PO Box 1189, South Lancaster, MA 01561-1189

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**NOTE:** This report must be completed and at the Union office by **April 1**. The AUCOEAC Review will be part of the Spring meeting. The purpose is to improve our educational curriculum and deliver system.

## INSTRUCTIONS FOR EACH SECTION OF THE REPORT FORM

### TITLE PAGE

Provide the information requested.

### SECTION I: ENROLLMENT STATISTICS

Supply enrollment information as requested.

Current year: Report the number of students in attendance as submitted on the **Opening Report**.

Next two years: Provide an estimate of the number of students who may be expected to attend during the next two years.

### SECTION II: CORRESPONDENCE/DISTANCE LEARNING

List any secondary subjects that are offered as supervised correspondence and/or distance learning courses, but are being supervised by a teacher.

### SECTION III: CURRICULUM

- A. Indicate the type of program that has been authorized, and indicate the type of class schedule being used.
- B. List the courses that do not meet the 200-minutes/240 minutes time requirement. The credit for classes receiving less than 5 semester periods of credit must be proportionate to class time.
- C. Elementary schools offering Algebra I for high school credit must complete this section.
- D. List each course that is taught by a teacher who does not hold a valid denominational certificate or endorsement. State the basis for the assignment.

Example: Resignation of former teacher  
To relieve overload of regular teacher  
Temporary emergency assignment

- E. Provide information as to how the Community Service graduation requirement is being met by students and how it is being coordinated by the school.
- F. A course outline must be in file at the principal's office or the Conference Office of Education. When a new course is to be offered, a course outline must be attached to this document for review by the Curriculum Review Committee.

## SECTION IV

PERSONNEL ASSIGNMENTS AND COURSE INFORMATION: Supply the information as requested for each of the columns A through K.

**COLUMN A:** List teachers' *names*. Indicate *assignments* other than teaching. Example: Senior Class sponsor, Hiking Club sponsor, after school supervision.

**COLUMN B:** *Teaching Certificate* ("Denom" refers to denominational certificate): Use these symbols to indicate the type of valid denominational certificate the teacher holds: A=Administration B=Basic; C=Conditional; D=Designated Subjects/Service; P=Professional; S=Standard.

**COLUMN C:** *List courses taught by each teacher*. Example: Religion 1, World History, Government. Course nomenclature should parallel curriculum guides.

**COLUMN D:** *Subject Endorsement*: Indicate "yes" or "no" to show whether the teacher has a valid subject endorsement for this course on the teaching certificate. (This includes the Conditional and Designated Subjects /Services Certificate). Verify the endorsement with information obtained from the latest computer printout available from the Conference Office of Education.

**COLUMN E and F:** Indicate courses being taught with a "Y" for yes or "N" for no.

**COLUMN G:** Indicate the *number of students* currently enrolled in the course.

**COLUMN H:** Indicate the number of *semesters* each course is taught. Put a "1" if it is a one-semester course and a "2" if it is a two-semester course. If it is less than a semester indicate the number of weeks the course is offered.

**COLUMN I:** Indicate the *credit granted* for the course (use semester periods). Example: 5 s.p. / 10 s.p. Credit granted must be consistent with the number of minutes the class has met.

**COLUMN J:** Indicate the *number of times* per week the class meets. Give the weekly student-teacher contact time in *minutes*. Do not include break time or passing time. Laboratory courses, such as Biology, require a minimum of 240 minutes per week.

**COLUMN K:** Indicate "yes" or "no" if the textbook used for the course is listed in the CURRENT North American Division *Secondary Textbook List*. Indicate "none" if a textbook is not used for the course. If "no" is listed, please complete the "Textbook Audit" section of this report.

## SECTION V

TEXTBOOK AUDIT: Provide the information requested for each textbook that is not listed in the **current** *Secondary Textbook List*. The "Approval Date" is the date the superintendent of schools, or designee, granted approval for use of each alternative text.

## SECTION VI

CLASS SCHEDULE: Attach a copy of the current class schedule. If a schedule is published each semester attach a copy for both semesters. Include a Friday schedule.

- A. Class schedule
- B. For both semesters
- C. Include Friday schedule

## SECTION VII

National Test Review: Mark which test that you are using at your academy. Attach a copy of summary reports that you use for test analyzes.

## **SECTION VIII**

Evangelism-Outreach: Attach a copy the Evangelism-Outreach plan/goals for the year and a summary report of the outcome. Make a notation of whether or not a report was made to the Gleaner.