



Reference: Management Directive (MD) 10

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Management Directive

Subject: Campus Program Planning, Evaluation and Approval Process

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Directive: To formalize the Windham campus program planning, evaluation and approval process.

Definitions: Campus program survey refers to the campus program planning, evaluation and approval process by which each campus' programming is assessed at least annually to determine and authorize the appropriate educational services to be provided by the campus.

HR action form refers to the electronic document required to formally request and initiate a programming change.

- Procedures:**
1. Each campus will undergo a program evaluation at least annually. Program evaluations typically occur in May of each school year.
 2. The division director of instruction may initiate a campus program evaluation as necessary to assess appropriate campus programming.
 3. The department director of instruction, regional principal or campus principal may request a program evaluation to review campus programming.
 4. Notice of program evaluations will be sent to campus principals at least thirty days in advance.
 5. Principals are required to prepare and present recommendations and proposals to the Program Evaluation Committee during a scheduled meeting.
 6. The Program Evaluation Committee will consist of the following:
 - Division director of instruction
 - Chief financial officer (CFO)
 - Department director of instruction
 - Department director of business services
 - Business supervisor
 - Human resources (HR) administrator
 - Career and technical education administrator
 - Assessment, advisement and records administrator
 - Evaluation coordinator-student accounting
 - Other representatives as appropriate

- Procedures:**
7. Recommendations and proposals will be entered into the campus program evaluation and approval database maintained by Business Services during the campus principal's meeting with the Program Evaluation Committee.
 8. Principal recommendations and proposals left pending during the meeting will be updated in the database once a final decision is made.
 9. The division director of instruction and the CFO will confer with the superintendent for final campus program approvals.
 10. Determinations will be made based on which educational services best supports the unit resident profile and students to be served.
 11. Once the final decisions are made regarding educational services to be provided on a campus, the Human Resources department will complete the necessary HR action form(s) to formally initiate the change process.
 12. The Business Services and HR departments will reconcile the Program Evaluation Committee approvals with the appropriate HR action forms required to formally initiate the change.
 13. The Human Resources department is the official office of record for approved campus educational services and teacher roster.
 14. Completed campus program evaluation and approval reports will be retained on file by the Business Services department, Operational Support and regional and campus principals. The Operational Support department will be responsible for ensuring finalized program evaluation reports are made available to regional and campus principals at the conclusion of the annual program evaluations process.
 15. Changes made during the course of a school year require an HR action form to be submitted to officially update the campus approved program roster.
 16. Official campus rosters are located in the Human Resources public ShareDrive folder titled "campus rosters."

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