**Curriculum Development Pilot Proposal**

**Purpose**

As we enter fully into guided pathways and look toward more contextualized and integrated learning, the need for focused course development will be essential for faculty teaching courses most affected by pathways, new technologies, and online delivery. Often this work requires far more time, focus, and energy than is outlined as a responsibility and duty in the faculty contract related to curriculum design and development.

**Proposal**

Faculty may request 5 credit release time for a single quarter to be used specifically for course revisions that support a fully contextualized course with assignments and activities that reflect high student engagement. Upon completion of the granted release time, the faculty member will provide to their dean a set of deliverables defined in the approved proposal. This may include:

* Updated course syllabus that clearly reflects contextualization of activities, assignments, and high student engagement strategies.
* Completed learning management shell (Canvas) with revised and contextualized assignments, activities, and assessments.

*\*NOTE Some disciplines are small and release time is not available. In those instances, the faculty member may request a stipend equivalent to the 5 credit release at the adjunct per-credit rate.*

**Procedure**

1. Faculty members will provide a written detailed outline of the proposed curricular development that will include but not be limited to:
2. Course or courses to be revised.
3. Description of the contextualized and high engagement curriculum work to be completed.
4. An explanation of how this work exceeds the curriculum responsibilities outlined in the Faculty Negotiated Contract.
5. Proposed deliverables defining successful completion of the work.
6. The proposal will be reviewed and approved by the faculty member’s dean and the vice president of instruction.
7. Upon completion select course materials developed under this pilot will be shared in a repository and made available to all faculty. What constitutes shared materials will be agreed upon during the review and approval of the proposal.

**Eligibility**

The faculty member

* May be a probationary or tenured faculty member.
* Must be in good standing related to their professional development plan and service to the college plan.
* Has not received curriculum release or a sabbatical in prior 2 years.
* Will not teach an overload section in the quarter in which the release-time is granted.