ENGAGE COURSE CATALOG PROCEDURE
(PRD-P011)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process for proposal submissions, the approval process, and conference catalog release for registration.

2.0 RESPONSIBILITY:

2.1 Director of Professional Learning

3.0 APPROVAL AUTHORITY:

3.1 Chief Academic Officer

4.0 DEFINITIONS:

4.1 There are no required definitions for this procedure.

5.0 PROCEDURE:

5.1 **Proposal Submissions**

5.1.1 The Instruction and Curriculum Department deploys a request for proposals.

5.1.2 District employees complete the proposal form containing information such as the requested session title, overview, outcomes, and intended audience.

5.2 **Proposal Approval Process**

5.2.1 Submitted proposals are sorted by content and audience and distributed to the Instruction and Curriculum Department lead of that area.

5.2.2 The Instruction and Curriculum Department lead facilitates a review of each proposal and recommends acceptance status based upon the proposal scoring criteria.

5.2.3 A panel of Instruction and Curriculum Directors review recommended proposals and determine acceptance status.

5.2.4 Presenters are notified of proposal acceptance status by the Professional Learning Team.

5.3 Course Scheduling

5.3.1 Accepted proposals are returned to Instruction and Curriculum leads for initial scheduling.

5.3.2 Proposed schedules are returned to the Professional Learning Team to compile a master schedule.

5.3.3 The master schedule is reviewed and finalized. Final scheduling adjustments are made and the Professional Learning Team enters all course information into the Professional Learning Activities Network (PLAN).

5.4 Course Catalog Release

5.4.1 Course entries are reviewed and edited by the Professional Learning Team and Instruction and Curriculum Department leads. All conference materials will be submitted and reviewed by Instruction and Curriculum Directors prior to delivery. Once approved, no changes should be made to the presentation or materials without district-level approval.

5.4.2 Course catalog is released for employee registration.

5.4.2.1 The Professional Learning Team communicates how to search the catalog to locate sessions aligned to learner needs.

5.4.2.2 Participants may register or withdraw from a session up to 24 hours prior to the learning event.

6.0 ASSOCIATED DOCUMENTS:

6.1 PRD-A001 – In-Service Requirements and Completion Policy

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Proposal requests	Professional Learning Team district-issued devices	1 year	Discard as needed/desired	Secure server
Master Schedule and Course Content	PLAN	Housed indefinitely via PLAN	Housed indefinitely via PLAN	Secure server

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/9/23		Initial Release

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