# Vicksburg Community Schools Proposal Form with Guidance

Please review *VCS General Guidelines for Program Review and Proposal Development* prior to completion of this form. Send completed *Proposal Form* and supporting documents to the Curriculum office by March 1st. **Note:** The first page of this form is the cover sheet and proposal checklist for use as you edit or create your final draft to ensure each section has the required information. The proposal request form begins on page 3.

-------------------------------------------------------------------------------------------------

Title of Proposal: <u>AP Research/AP Seminar</u>         Proposal Author(s): <u>Chris Kosiba, Amanda Szczesny</u>

Department and Curriculum Area:     <u>English</u>         Building: <u>Vicksburg High School</u>

Committee Members: <u>Eric Teall, Dan Ouellette, Dave Smith, Chris Kosiba, Amanda Szczesny, Kathy Forsythe</u>

❖ This proposal is for:
  ☐ Textbook and other teaching resources *(requires planned pilot process as part of the proposal request)*
  ☐ New courses or course revisions
  ☐ Full program or curriculum area reviews
  x Program or curriculum area modifications
  ☐ Supplemental Instructional/Intervention Resource

❖ Proposal Background & Overview – Write a narrative that includes:
  ☑ Relevant background/history.
  ☑ Problem or other basis for the proposal (i.e. student needs, etc.).
  ☑ Reasons for making the change.
  ☑ Targeted School Improvement Goals

❖ Complete Description of Proposed Change(s):
  ☑ List all major changes, components and/or strategies of the proposal.
  ☑ Give rationale for each change (base the rationale on research or best practice information).
  ☑ Include new course/textbook title, course/textbook replaced, credit, and prerequisite(s).
  ☑ Attach the current content expectations, course outline, and/or general syllabus.

❖ Implementation Plan
  ☑ Give a full explanation of the implementation timeline, action items, and responsibilities for implementing.
  ☑ Itemize, in detail, all proposal costs. Include 1st year costs and a budget to maintain the proposal after implementation. Include resource needed to support change. (texts, soft/hardware, web-based license, consumables, training, substitute cost for training, equipment, personnel). *Include attachment if needed.*

❖ Anticipated/Expected Impact
  ☑ Explain the anticipated proposal outcomes. Describe how the proposal will impact students, staff, and the instructional program. Include expected gains in student success. Include how this proposal articulates with other courses/levels in this subject area & across the curriculum.

❖ Proposal Evaluation Plan and Student Achievement
  ☑ Explain how this proposal will be evaluated, the timeline used, what data is to be collected (survey results, national, state, district, or classroom assessments), and how the evaluation will be reported.

-------------------------------------------------------------------------------------------------

Dates of Anticipated Review and Action:     DCILT: <u>March 17th</u>   BOE: <u>April 12th</u>

Principal's Signature(s): _____

--------------------------------------------------------------------------------------------------

*(To be completed by Director of Curriculum and Instruction upon receipt of proposal.)*

Date Received:  1/29/2021

Comments on proposal:

_____

_____

_____

———

RESPONSE:

☐ Need more information: _____

☐ Need to consult with:

    ☐ the building principal(s) affected by this proposal

    ☐ curriculum area chairperson

    ☐ Other: _____

☒ Proceed as outlined in the proposal

_____          4/6/21_____

Director of Curriculum and Instruction      Date

_____          4/6/21_____

Director of Technology      Date

## Proposal Background & Overview:

Proposal History and Background.

*Because AP Seminar occasionally includes poetry, art, and song lyrics as stimulus materials, we were able to afford that course an English credit. In addition to developing standards that are not "essential" for our department, e.g. speaking and listening, extended reading and writing for information, the course hit enough literature standards to count. In truth, our students are regularly exceeding our department-indicated standards. AP Research, unfortunately, does not **require**, by strict definition, any literature, although some students may examine certain literature and fiction as sources. After implementing the course and witnessing firsthand how deeply students are engaged in myriad literacy endeavors, we feel remiss not to acknowledge the very real and practical skills they are developing. AP Seminar and AP Research students deserve English credit for their work.*

## Complete Description of Proposed Change(s):

Major changes, components or strategies of proposal.

*AP Seminar students can receive credit for Eng 2 or Eng 3, depending on year of enrollment. AP Research students will receive Eng 3 or Eng 4 credit, depending on year of enrollment--these students, in particular, might take a year in between Seminar and Research due to typical EFE, EFA, other AP courses, and dual enrollment scheduling conflicts.*

| Grade | New Textbook Title/Instructional Resource | Previous Textbook/Instructional Resource To Be Replaced |
|---|---|---|
| | *N/A* | |

- *AP Research Syllabus (approved) AP Seminar Syllabus (approved)*

## Implementation Plan:

a. Implementation strategies

| Timeline | Action | Person(s) Responsible |
|---|---|---|
| 12/20/20 | Discussion with H.S. Admin about granting credit for literacy activities in AP Research | Kosiba, Szczesny |
| 1/17/21 | English Department Mtg and Discussion for Approval and impact to numbers for other courses | Eng department members |
| 2/17/21 | Admin and teachers discussing impact and proposal | Gail, Adam, Kosiba, Szczesny |
| 4/2021 | Guidance updates to course catalogue | Kosiba, Szczesny |
| | | |

b. Proposal Costs

| Description | Number Needed/ Cost per Unit | Total Cost | Funding Source |
|---|---|---|---|
| Materials *(add rows if needed)* | | | |
| None | | | |
| | | | |
| Professional Learning/Summer Curriculum Work | | | |
| Possible Advanced Placement Summer Institute: TBD 2022 | 1-2, depending on how training is offered post-pandemic | $1,300/per | Building budget &/or Grant funds |
| Lodging and other expenses for APSI | 1-2 | $1,100/per | Building budget &/or Grant funds |
| Other Costs | | | |
| | | | |
| Total Costs | $2,400 per teacher attending, if in person | | |

## Anticipated/Expected Impact:

Proposal outcomes

- Increased student participation in AP Capstone, and more varied course offerings for the department.
- We may see an adjustment in the number of students enrolled in AP Lang, AP Lit, or English 12.

## Proposal Evaluation Plan and Student Achievement:

Evaluation and assessment

| Action | Timeline | Person/ Team Responsible | Evaluation Reports |
|---|---|---|---|
| Review AP Data | July 2021 | Adam Brush, Matt Hawkins | AP Data files |
| Review AP Data | July 2022 | Adam Brush, Matt Hawkins | AP Data files |
| Review SAT EBRW Data (AP Seminar/AP Research) | July 2021 | Adam Brush, Matt Hawkins | AP Data files |
| Review SAT EBRW Data (AP Seminar/AP Research) | July 2022 | Adam Brush, Matt Hawkins | AP Data files |