Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

STEP ONE: Requesting professional (teacher/counselor) completes the written request.	
STEP TWO: Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	**Recommended / Not Recommended** *Department Chair / Date* 5/2/25 _____ *Date of Department Mtg.*
STEP THREE: Request is sent to the Head Principal for consideration.	**Recommended / Not Recommended** 4-3-25 *Head Principal Signature / Date*
STEP FOUR: Counselors complete Skyward Course Information on the written request form.	**Skyward Course Information Completed** *Department Chair*
STEP FIVE: Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	**Recommended / Not Recommended**** _____ *Curriculum Council Chair Signature / Date*
STEP SIX: Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	**Recommended / Not Recommended** _____ *Asst./Deputy Superintendent Signature / Date*
STEP SEVEN: Request is presented to BOE for approval	**Approved / Not Approved**
STEP EIGHT: If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	_____ *Date Zendesk Submitted* _____ *Date Forms Delivered*
STEP NINE: GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	_____ **Date Changes Complete** ☐ **Forms Returned to Office of Curriculum & Instruction**

**Course Not Approved (Notes from Curriculum Council):

Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

Professional Submitting Request: Brandon L. Fisher

Building Submitting Request: GCHS

Department of Submission: Counseling

Date Submitted to Department Chair: 4/2/2025

Date Completed by Professional: 4/2/2025

Course Name: ECHD - Child Development 1

SKYWARD INFORMATION:
Short description of course (15 characters)
prints on transcripts
  GCCC ChildDev1

Long description of course (30 characters)

  GCCC Child Development I

Kansas Course Code (KCCMS): 19153 - Teaching - Early Childhood Education

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Please attach the following:

☐ Standards/Course Objectives

☒ Syllabus

☐ Description of Course
80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.

Does any additional curriculum need to be purchased <u>for</u> <u>additional credit to be offered?</u> ☐YES* ☒NO
If yes, please attach information regarding curriculum to be purchased that includes cost.
**If approved by building principal, Council will assume that cost of new curriculum is not a concern.*

Does this course have the potential or need for a supplemental salary?

☐YES* ☒NO
If yes, please attach an explanation of the supplemental including cost and hours.

List any pre-requisite courses:

Indicate the following:

☐ Required Course ☒ Elective Course

☐ Either (depends on grad reqs)

BELOW TO BE COMPLETED BY COUNSELOR

Course Length:

☐ 1 quarter ☒ 1 semester ☐ 2 semesters

Credit to be Earned: 0.5 General Elective

Is this a dual credit course? (YES) NO

Is this a GCCC course? (YES) NO

   Number of USD 457 Credits: 0.5 (3 GCCC

NOTES:

credit hours = 0.5 credit at USD 457)

GPA Set: ☐normal ☒indexed

Skyward Filter:

☐LA ☐OC ☐FA ☐MA ☐SS ☐PE
☐SCI ☐CO ☒GE ☐FL ☐STEM

TECHNOLOGY ON BACK

BELOW TO BE COMPLETED BY TECHNOLOGY

☐KCCMS Mapping Confirmed

☐Skyward Updates including any Course Code Assigned ---> _____

☐Grad Requirements & Filtering Confirmed

☐GCHS Registrar/Counseling Department Notified of Completion

☐Forms Returned to Office of Curriculum & Instruction

ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.

COURSE INFORMATION
Course Number-Section: ECHD 101: Child Development I
Final Exam: Click here to enter text.
Start/End Date: Click here to enter text.

INSTRUCTOR INFORMATION
Instructor: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.
Office Location: Click here to enter text.

CONTACTING INSTRUCTOR
Best method of contact.

EMAIL RESPONSE TIME
How often students can expect you to check email and voicemail.

SYLLABUS STATEMENT FOR HEALTH/SAFETY/SICK POLICIES
COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following:

1. Complete your daily health screen on the GCCC Mobile App and follow the instructions on your health pass.
2. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in class.
3. Sanitize hands and workspaces/desks/tables before and/or at the end of class
4. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

SYLLABUS STATEMENT FOR FACE COVERINGS
To protect the health and safety of the Buster and Garden City communities, the college has adopted a three-phase plan for the wearing of masks. Phases 2 and 3 require masks in all classroom and learning environments. If the college moves to phase 2 or 3, students will be notified on the gcccks.edu web site as well as on the Student Feed of the GCCC Mobile App.
Separately, in some classrooms where there are subject-specific needs or additional health concerns, masks may be required regardless of whether the college is in phase 1, 2, or 3. If you are in a classroom with masks required, **that requirement will be clearly listed in the course syllabus**.

Based on requirements from the Finney County Health Department, specific classrooms and all students and teachers within them may be required to wear masks for periods of time (usually two weeks or less). If this classroom moves to "masks required," your instructor will inform you through a Canvas inbox message or an announcement in Canvas, and signage will be posted on the classroom door.

At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce a face-covering policy. Campus Security: 620-272-6828.

SYLLABUS STATEMENT FOR CONTACT TRACING

In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L.2020 Special Session, Ch. 1, Section 16 (h)) allows this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty, and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the Records Office in the Student and Community Services Center (SCSC). The opt-out consent form can be picked up at the Student Services desk in the Student and Community Services Center (SCSC)or online at: https://www.gcccks.edu/covid-19/opt_out_form.aspx.

COURSE DESCRIPTION

DESCRIPTION: This course provides students with the foundational concepts and terminology relevant to understanding the development of a young child cognitively, physically, socially, etc. In addition, students will learn theories related to the different areas and examine research methods as they apply to child development. This course will also introduce different philosophies and theories of child development.

PREREQUISITES: None

GCCC'S GENERAL EDUCATION OUTCOMES

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

TEXTBOOK INFORMATION

Name of Textbook, Author, ISBN information. If no textbook is used, you may delete this section.

STUDENT LEARNER OUTCOMES
Students will be able to

1. Explain foundational concepts and terminology appropriate to the development of a child
2. Differentiate developmental theories
3. Differentiate developmental research methods
4. Describe the social and emotional development of a child
5. Describe cognitive and neurological development of a child
6. Describe the physical development of a child
7. Analyze the effects of biological, environmental, and cultural influences on the development of a child.

COURSE TYPE
Delete this line plus all course types that don't apply to this course.
ACCELERATED COURSE: An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSE: A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

FACE TO FACE COURSE: Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support he course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

ONLINE COURSE: An online course uses computer-based technologies (i.e. *Canvas*) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and

uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email distancelearning@gcccks.edu).

BUSTER LIVE DISTANCE: On-campus students and distance students will attend class together. On-campus students attend in person while distance students attend remotely, entirely through scheduled, synchronous live Zoom sessions. Distance students are recommended to have their own webcam-enabled laptops for this course.

TIME COMMITMENT
A course is measured in credit hours. Each credit hour requires about 45 hours of work. If this is a hybrid course, please enter your time breakdown

CLASSROOM DECORUM
Click or tap here to enter text. Add your own policy. Delete what does not apply.

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for Netiquette* (http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.) by Virginia Shea.

CELL PHONE POLICY
Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

ATTENDANCE
Delete the policy that does not apply to your class.
GUIDELINES:
1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.
GUIDELINES:

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY:
1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

ASSESSMENT

TESTS
Explain your testing policy: announced, unannounced, when, etc.

HOMEWORK
Explain homework policy: standard due days/times, types, how much to expect, location, etc.

MAKE-UP/LATE WORK POLICIES
Explain make-up/late work: due date/time, penalties assessed, conditions that must be met for late work, etc.

EXTRA CREDIT POLICY
Explain extra credit policy: if you grant extra credit, how, etc.

ATTENDANCE
Enter how attendance affects grading in your class—or if it doesn't count toward the class grade. NOT the campus-wide attendance policy.

FINAL EXAM
Provide details about the final exam: cumulative, type of exam, etc.

GRADING SCALE
After your numerical grade has been calculated, your letter grade will be determined as follows:

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D

below 60% = F

COMPUTATION OF GRADES
Identify if you calculate grades based on points or percentages—include percentage breakdown. Attendance cannot be worth more than 15%.
Homework = %
Attendance/participation = %
Tests = %
Final Exam = %

ADA/EQUAL ACCESS
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address accommodations@gcccks.edu.

EQUAL OPPORTUNITY
Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

COPYRIGHT DISCLAIMER
Content provided in this course may be copyrighted and protected under U.S. Copyright laws. Access to materials provided as part of this course is for educational purposes only and limited to the duration of your enrollment in this course. You may not copy, download, upload, or otherwise redistribute and of the films, images, music, articles, or other content provided as part of this course. Any such reproduction or distribution is illegal and punishable under U.S. Copyright law (U.S.C. 17).

For all other concerns, please refer to the Garden City Community College Catalog, College Policy Manual and Student Handbook.

Instructor reserves the right to modify the syllabus.

TENTATIVE CLASS SCHEDULE
Click here to enter text. Arrange by Unit or by Week.