



The process for proposing a new course with new resources, includes these steps:

- 1. Teacher completes the form
- 2. Get needed signatures
- 3. Submit with a couple of copies of the proposed resource or link to the Curriculum secretary.

The Director would then send out an email requesting help in reading the proposed resources. Readers will need to compete the pink review form and bring to the next meeting, along with the resources.

Teacher will come to the next meeting to present. The committee then discusses the request and votes. If the request is not clear, the person may be asked to go back and gather more information.

4. Timeline for Submitting IMCForms

IMC meets once in the fall to re-establish the comblish the comblish the