



Educational Programming Notes: Catholic Schools

The purpose of these notes is to aid in obtaining the visions and aspirations of the educational institution, as well as the pertinent data regarding the demographics of the student body, the curriculum, organization and other information necessary for thorough long range programming.

It is recommended that a distinct Decision Making Team (DMT) of school administrators and other appropriate school community individuals be organized to meet with the programmer. The size of this group should be kept to a reasonable number (3 to 5) so that the process can move forward efficiently. A typical DMT might consist of a representative of the religious order, the President and/or Principal, the Director of Advancement and the Curriculum Director. If the school wishes to involve a larger group of school community members, this can be done independent from the programming meetings, and ultimately the decisions should be made by the Decision Making Team.

To be effective and efficient the visions and aspirations of the educational institution should be as forward thinking as possible and should encompass the next 20 years as a minimum. Administrators should think of the current and future students in terms of not only numbers, but needs. What courses will the future students need to be competitive? How can the school best serve those needs in the way of extracurricular and athletic activities? Does the school have a reputation, niche or other area which should be reinforced or reinvented? Is there a specialized teaching philosophy or a unique approach to the instruction occurring at the school? These and other questions regarding the future of the school should be discussed and agreed upon by the Decision Making Team.

Existing Organization: **School Year:** _____

Please describe the existing school organization. For example; by grade - team - ability - homogeneous - heterogeneous - subject?

Grades served: _____
Total student population: _____
Number of students per grade: _____
Number of periods per day: _____
Number of days per cycle: _____

Future Organization

School Year: _____

Please describe the desired future school organization. For example; by grade - team - ability - homogeneous - heterogeneous - subject?

Grades served: _____

Total student population: _____

Number of students per grade: _____

Number of periods per day: _____

Number of days per cycle: _____

Current Curriculum:

Record the current curriculum on the Educational Programming Charts provided by Habeeb & Associates. Complete columns A, B and C only.

Future Curriculum:

Record the proposed future curriculum on the Educational Programming Charts provided by Habeeb & Associates. Complete columns A, B and C only.

Your Vision:

Please describe any special features, concerns, philosophies, goals, important attributes of your existing school, as well as your future school either below or on additional sheets.
