October 5, 2015

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice

State Superintendent of Education

RE: 2016-2017 Arts Education and Languages Other than English State Course of Study Committee Nominations

The Alabama State Department of Education will begin working in March 2016 to review and revise the 2006 Alabama Course of Study: Arts Education and the 2006 Alabama Course of Study: Languages Other Than English–Foreign Languages. To accomplish this task, the State Course of Study Committee in these areas will be appointed for 2016-2017. Your assistance is requested in the nomination of K-12 educators for consideration of appointment to this committee.

The Arts Education and Languages Other Than English–Foreign Languages State Course of Study Committee recommends to the Alabama State Board of Education the curricula in these content areas for Alabama’s K-12 public schools. As required by §16-35-1, Code of Alabama, 1975, the Alabama State Board of Education appoints 21 of the 28 members of a State Course of Study Committee. From March 2016 through March 2017, the committee will prepare the 2017 version of the Alabama Course of Study: Arts Education and the Alabama Course of Study: Languages Other Than English–Foreign Languages. In talking with potential appointees, it may be important to indicate the committee’s meeting dates and the payment of per diem and mileage according to state rates.

The law also states that local boards of education, through superintendents, shall nominate persons qualified to serve on a State Course of Study Committee. Nominations in the following categories are needed for this committee:

CATEGORIES FOR THE ARTS EDUCATION AND LANGUAGES OTHER THAN ENGLISH–FOREIGN LANGUAGES COURSES OF STUDY COMMITTEE

1. **Elementary Classroom Teachers:** Persons currently teaching elementary (Grades K-6) arts or languages other than English.

2. **Secondary Classroom Teachers:** Persons currently teaching secondary (Grades 7-12) arts or languages other than English.

3. **Supervisors and/or Administrators:** Persons having knowledge of or previous teaching experience in the fields of arts education or languages other than English with overall curriculum responsibility for instruction in these content areas, such as elementary principals, secondary principals, supervisors, and/or assistant superintendents of instruction.
The Nominations Forms (Enclosure A-1 and A-2) to be submitted from your school system are included in this packet. For each person nominated, the law also requires that credentials and a summary of qualifications be submitted. A copy of the Credentials Forms (Enclosure B-1 and B-2) are enclosed with this packet and may be copied for nominees. Please return all completed forms no later than October 30, 2015, by mail to Mrs. Michele Matin, Alabama State Department of Education, P.O. Box 302101 Montgomery, Alabama 36130-2101, or by fax to (334) 353-7139. Any questions may be addressed to Mrs. Matin at (334) 353-8925.

Course of study development involves a commitment of both time and effort; therefore, attendance at all meetings is essential. Proposed meeting dates (Enclosure C) are enclosed for your information and for those whom you nominate.

TRB:MM:AH

Enclosures

cc: Mrs. Shanthia Washington
    Mrs. Robin Nelson
    Mrs. Michele Matin

FY16-2000
# Nomination Form

**System Name**

## 2016-2017 Arts Education State Course of Study Committee

### Local School System Educators

**Please check one:**

- [ ] Dance
- [ ] Music
- [ ] Theatre
- [ ] Visual Arts
- [ ] Vocal
- [ ] Instrumental

**Elementary Classroom Teachers**

*Persons currently teaching elementary (Grades K – 6) Arts Education*

<table>
<thead>
<tr>
<th>Names</th>
<th>Grade Level(s)/Subjects Teaching</th>
</tr>
</thead>
</table>

**Secondary Classroom Teachers**

*Persons currently teaching secondary (Grades 7-12) Arts Education*

<table>
<thead>
<tr>
<th>Names</th>
<th>Grade Level(s)/Subjects Teaching</th>
</tr>
</thead>
</table>

**Supervisors/Administrators**

*Persons having knowledge of or previous teaching experience in the field of Arts Education with overall curriculum responsibility for Arts Education instruction such as Elementary Principals, Secondary Principals, Supervisors, and/or Assistant Superintendents of Instruction*

<table>
<thead>
<tr>
<th>Names</th>
<th>Grade Level(s) Taught/Supervised</th>
</tr>
</thead>
</table>

*Nomination for Middle School Arts Education Teachers may be included in either category.

The educator(s) listed are placed in nomination for consideration of appointment to the 2016 Arts Education State Course of Study Committee.

**Superintendent’s Signature**

**Date**

---

**By October 30, 2015, please mail or fax the nominations form with each nominee’s credentials form to:**

**MRS. MICHELE MATIN**  
**ALABAMA STATE DEPARTMENT OF EDUCATION**  
**3345 GORDON PERSONS BUILDING**  
**P.O. BOX 302101**  
**MONTGOMERY, ALABAMA 36130-2101**

**Fax Number (334) 353-7139**
NOMINATIONS FORM

SYSTEM NAME ________________________________

2016-2017 LANGUAGES OTHER THAN ENGLISH—FOREIGN LANGUAGES
STATE COURSE OF STUDY COMMITTEE
LOCAL SCHOOL SYSTEM EDUCATORS

**ELEMENTARY CLASSROOM TEACHERS**
PERSONS CURRENTLY TEACHING ELEMENTARY (GRADES K – 6) LANGUAGES OTHER THAN ENGLISH—FOREIGN LANGUAGES

<table>
<thead>
<tr>
<th>NAMES</th>
<th>GRADE LEVEL(S)/SUBJECTS TEACHING</th>
</tr>
</thead>
</table>

**SECONDARY CLASSROOM TEACHERS**
PERSONS CURRENTLY TEACHING SECONDARY (GRADES 7-12) LANGUAGES OTHER THAN ENGLISH—FOREIGN LANGUAGES

<table>
<thead>
<tr>
<th>NAMES</th>
<th>GRADE LEVEL(S)/SUBJECTS TEACHING</th>
</tr>
</thead>
</table>

**SUPERVISORS/ADMINISTRATORS**
PERSONS HAVING KNOWLEDGE OF OR PREVIOUS TEACHING EXPERIENCE IN THE FIELD OF LANGUAGES OTHER THAN ENGLISH—FOREIGN LANGUAGES WITH OVERALL CURRICULUM RESPONSIBILITY FOR LANGUAGES OTHER THAN ENGLISH—FOREIGN LANGUAGES INSTRUCTION SUCH AS ELEMENTARY PRINCIPALS, SECONDARY PRINCIPALS, SUPERVISORS, AND/OR ASSISTANT SUPERINTENDENTS OF INSTRUCTION

<table>
<thead>
<tr>
<th>NAMES</th>
<th>GRADE LEVEL(S) TAUGHT/SUPERVISED</th>
</tr>
</thead>
</table>

*NOMINATIONS FOR MIDDLE SCHOOL LANGUAGES OTHER THAN ENGLISH—FOREIGN LANGUAGES TEACHERS MAY BE INCLUDED IN EITHER CATEGORY.

The educator(s) listed are placed in nomination for consideration of appointment to the 2016 Languages Other Than English—Foreign Languages State Course of Study Committee.

SUPERINTENDENT'S SIGNATURE ________________________________

DATE ________________________________

BY OCTOBER 30, 2015, PLEASE MAIL OR FAX THE NOMINATIONS FORMS WITH EACH NOMINEE'S CREDENTIALS FORM TO:

MRS. MICHELE MATIN
ALABAMA STATE DEPARTMENT OF EDUCATION
3345 GORDON PERSONS BUILDING
P.O. BOX 302101
MONTGOMERY, ALABAMA 36130-2101

FAX NUMBER (334) 353-7139
SYSTEM NAME ______________________

2016-2017 ARTS EDUCATION STATE COURSE OF STUDY COMMITTEE

PERSONAL INFORMATION

CIRCLE ONE: CLASSROOM TEACHER – SUPERVISOR – ADMINISTRATOR

NAME ____________________________________________

(AS ON SOCIAL SECURITY CARD)

HOME MAILING ADDRESS*

STREET/P.O. BOX

______________________________

CITY/STATE/ZIP

______________________________ - __________

HOME PHONE

[____] _____ - ________

E-MAIL ADDRESS

______________________________

SCHOOL/SYSTEM NAME

______________________________

SCHOOL/SYSTEM PHONE

[____] _____ - ________

SCHOOL/SYSTEM MAILING ADDRESS*

STREET/P.O. BOX

______________________________

CITY/STATE/ZIP

______________________________ - __________

CURRENT POSITION

TITLE OF POSITION ________________________________

GRADE LEVEL(S) RESPONSIBILITY ______________________

SUBJECT(S) TEACHING ______________________________

NUMBER OF YEARS IN THIS POSITION __________

*INCLUDE ZIP CODE WITH FOUR-DIGIT EXTENSION

(CONTINUED ON THE NEXT PAGE)
### PREVIOUS TEACHING POSITION(S)

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>NO. OF YEARS IN THIS POSITION</th>
<th>SYSTEM NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>SUBJECT(S) TAUGHT</th>
<th>SYSTEM NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EDUCATION

<table>
<thead>
<tr>
<th>NAME OF COLLEGE/UNIVERSITY</th>
<th>MAJOR/MINOR</th>
<th>DEGREE/CERTIFICATE EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Continued on the next page)
RELATED EXPERIENCE
Please describe experiences that qualify you as an applicant for membership on the Arts Education State Course of Study Committee.

CURRICULUM DEVELOPMENT EXPERIENCE

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

WRITING OR EDITING EXPERIENCE

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

SPECIAL TRAINING EXPERIENCE OR PROFESSIONAL ACTIVITIES RELATED TO ARTS EDUCATION

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

ADDITIONAL INFORMATION (OPTIONAL)  Credentials form must be completed, but résumés may be attached.

FORM MAY BE RETURNED BY FAX TO (334) 353-7139 BY OCTOBER 30, 2015.
SYSTEM NAME ________________________

2016-2017 LANGUAGES OTHER THAN ENGLISH—FOREIGN LANGUAGES
STATE COURSE OF STUDY COMMITTEE

PERSONAL INFORMATION

CIRCLE ONE: CLASSROOM TEACHER – SUPERVISOR – ADMINISTRATOR

NAME ____________________________________________

(AS ON SOCIAL SECURITY CARD)

HOME MAILING ADDRESS*
STREET/P.O. BOX

__________________________________________
CITY/STATE/ZIP

_________________________ – ______________

HOME PHONE

[____] ____ - ______

E-MAIL ADDRESS

________________________________________

SCHOOL/SYSTEM NAME

________________________________________

SCHOOL/SYSTEM PHONE

[____] ____ - ______

SCHOOL/SYSTEM MAILING ADDRESS*
STREET/P.O. BOX

________________________________________
CITY/STATE/ZIP

_________________________ – ______________

SCHOOL/SYSTEM FAX

[____] ____ - ______

CURRENT POSITION

TITLE OF POSITION

________________________

GRADE LEVEL(S) RESPONSIBILITY _______________________

SUBJECT(S) TEACHING ________________________________

NUMBER OF YEARS IN THIS POSITION ______

*INCLUDE ZIP CODE WITH FOUR-DIGIT EXTENSION

(CONTINUED ON THE NEXT PAGE)
PREVIOUS TEACHING POSITION(S)

NAME OF SCHOOL

GRADE LEVEL(S)

SUBJECT(S) TAUGHT

NO. OF YEARS IN THIS POSITION

SYSTEM NAME

NAME OF SCHOOL

GRADE LEVEL(S)

SUBJECT(S) TAUGHT

NO. OF YEARS IN THIS POSITION

SYSTEM NAME

NAME OF SCHOOL

GRADE LEVEL(S)

SUBJECT(S) TAUGHT

NO. OF YEARS IN THIS POSITION

SYSTEM NAME

EDUCATION

NAME OF COLLEGE/UNIVERSITY

MAJOR/MINOR

DEGREE/CERTIFICATE Earned

(CONTINUED ON THE NEXT PAGE)
RELATED EXPERIENCE
Please describe experiences that qualify you as an applicant for membership on the Languages Other Than English–Foreign Languages State Course of Study Committee.

CURRICULUM DEVELOPMENT EXPERIENCE


WRITEING OR EDITING EXPERIENCE


SPECIAL TRAINING EXPERIENCE, OR PROFESSIONAL ACTIVITIES RELATED TO LANGUAGES OTHER THAN ENGLISH–FOREIGN LANGUAGES


ADDITONAL INFORMATION (OPTIONAL)  Credentials form must be completed, but résumés may be attached.

FORM MAY BE RETURNED BY FAX TO (334) 353-7139 BY OCTOBER 30, 2015.
# PROPOSED MEETING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 21, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>March 22, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>May 2, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>May 3, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>June 13, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>June 14, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>June 15, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>July 18, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>July 19, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>July 20, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>July 21, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>September 6, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>September 7, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>October 3, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>October 4, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>November 7, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>November 8, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>November 9, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>December 5, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>December 6, 2016</td>
<td>9 a.m. – 3 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>January 12, 2017</td>
<td>10 a.m. – 4 p.m.</td>
<td></td>
</tr>
<tr>
<td>January 13, 2017</td>
<td>9 a.m. – 4 p.m.</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>February 2017</td>
<td>TBA</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
<tr>
<td>March 2017</td>
<td>TBA</td>
<td>(Gordon Persons Building, Montgomery)</td>
</tr>
</tbody>
</table>