

Approved For Release 2000/08/21 : CIA-RDP78-06215A000100030003-2

Fall '74 Schedule  
Curriculum Committee

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1 July 1974

MEMORANDUM FOR: Members of the Curriculum Committee

SUBJECT : Fall Schedule of the Curriculum Committee

1. I am committed to make recommendations regarding curriculum to the DTR by 31 December 1974. In thinking about the format for the recommendations, I have concluded that an appropriate output for the Committee would be a reasoned, evaluated OTR curriculum for FY 76 which would become the basis for the FY 76 Catalog of Courses.

2. If we follow this course, we must complete our current review (probably by 1 October) and devote the last three months of the year to preparing the FY 76 curriculum. I offer the schedule attached as a way to complete our current review. We can complete our study of the '76 curriculum during a 2 to 4 day Conference [REDACTED] in November, giving us time to prepare a final paper before the end of December. STATINTL

3. In order to get relevant data before the Committee, Unit Chiefs will have prepared the appropriate data on each course they hope to offer in FY 76. The data asked for in Attachment 2 seems appropriate for the Committee to study for the November [REDACTED] meeting. Plans and Development Staff will acquire and organize data on course costs, methodological analyses, and data on past student loads. STATINTL

STATINTL

[REDACTED]  
Chairman,  
Curriculum Committee

Attachment 1

Schedule of Curriculum Committee Meetings

September <del>6</del> <sup>5</sup>	Analyst Training - including proposed program (FTD) Communication Training (FTD)
September <del>13</del> <sup>12</sup>	Senior Seminar (II)
September <del>20</del> <sup>19</sup> <i>Cancelled</i>	Off-Campus Program (SRS) Briefing Programs (II)
September <del>27</del> <sup>26</sup>	Headquarters Operations Training (FTD)
October 3	Briefing for <span style="background-color: black; color: black;">██████</span> Meeting in November STATINTL
October 17	Development of plan for proceeding with instructional development in OTR
November	(Week to be decided at an earlier meeting) 2-4 days, to decide on OTR curriculum for FY 76

Attachment 2

Proposed Course for FY 76

Course Name: (also recommendations for changes)  
(LLC - languages proposed, PT, FT, etc.)

Course Objectives: (Course coordinator should prepare from the viewpoint of the learner; that is, what the student should be able to do or what he should know at the end of the course as a result of having taken the course.)

Original Requirement: (What caused the course to come into being? Is this requirement valid for FY 76?)

Course Audience: (1. Components served, level of people by grade, types of work performed by the students. 2. Number of Agency personnel eligible for the course.)

Student Maximum/Minimum

Proposed Number of Offerings: (Indicate in which months the course offerings should start.)

Length of Course: (in weeks, or days if less than one week, for part-time give the format, e.g., M T W, 2 hrs daily)

Instructor Personnel Devoted to the Course: (In man years)