

# Utah State Board of Education Standards Revision Processes

Steps in red are steps where Board Members can give their best input. (Prepared for Standards and Assessment Committee February 3, 2023)

Process	Core Subjects Updated 2023		Core Supplemental Courses	Individual Course – Non-Core Courses	CTE Course Revisions for Non-Core Elective Courses
Step 1	Using the Board-adopted <a href="#">standards revision timeline</a> , revision checklist, or due to a legislative mandate, the need for a standards review is cued.		Using a seven-year rotation schedule, staff would: Convene a committee to review and revise course standards.	Specialist convenes a committee to review and revise course standards.	Using a three/four-year rotation schedule: Specialist convenes a committee to review and revise course standards.
Step 2	Staff submits an action item requesting the <b>full Board's</b> approval to: <b>(Action Item: Full Board)</b>		Course is submitted to board committee for approval of 30-day review.	Course is submitted to board committee for approval of 30-day review.	<b>Standards are available (on an ongoing basis) for industry/public review through the Standards Rating Tool (electronic).</b>
	<b>Path A</b> <ul style="list-style-type: none"> <li>Start the Standards Review Process.</li> </ul> Organize the standards review committee.	<b>Path B</b> Delay revision timeline due to data submitted by staff demonstrating lack of need for revision.			
Step 3	Staff submits a written request to the <b>State Board Chair to appoint members</b> to the standards review committee consisting of: (a) seven individuals, with expertise in the subject being reviewed, including teachers, business representatives, faculty of higher education institutions in Utah and others as determined by the State Board Chair. The state board shall notify the speaker of the House of Representatives and the president of the Senate at least 30 business days before establishing a standards review committee to request as described in 53E-4-203(2)(b): (a) five parents of public education students appointed by the speaker of the House of Representatives; and (b) five parents of public education students appointed by the president of the Senate. The state board chair may appoint a parent of a public education student to a standards review committee in place of the House or Senate if not received within 30 days of request.		<b>Electronic public review and input.</b>	<b>Electronic public review and input.</b>	Standards are revised based on input.
Step 4	Staff organizes the standards review committee based on received appointments. At least two meetings are convened to review the standards and make initial recommendations. Initial comments and recommendations may include research updates, suggestions for adding/eliminating content, format amendments, suggestions for clarity, alignment to the Portrait of a Graduate, connection to other areas (e.g., civic and character education, financial literacy) and insights based on the standards revision cueing rubric.		Revise the course standards based on public review.	Revise based on public input.	<b>Standards are submitted to Board for approval.</b>

	<u>Note:</u> Follow-up meetings must be held within three months of the initial meeting; a member of the standards review committee may not receive compensation or benefits for the member’s service on the committee.				
Step 5	<p>The standards review committee will present a summary of the committee’s comments and recommendations to the <b>full Board</b>. <b>The Board will accept or reject each of the committee’s recommendations to provide initial guidance to staff as well as the Board’s recommendations. (Action Item: Full Board)</b></p> <p>Staff presents draft list of potential writing committee members comprised of multiple stakeholders with advanced knowledge and expertise in the content area for <b>the Board’s review</b> and feedback.</p>		Submit the standards to the Board for approval in either March or November.	Standards are submitted to Board for approval.	
Step 6	<p>Staff organizes the writing committee.</p> <p>The writing committee meets to review the Board’s recommendations and uses those to revise the standards.</p> <p><b>Staff provides bimonthly progress submissions to the Board on the consent calendar, including progress being made and timely updates. (Action Item: Consent Calendar)</b></p>				
Step 7	<p><b>Staff submits a draft of the standards to the Board for review and feedback. The writing committee will make adjustments based on the Board’s feedback. (Action Item: Full Board)</b></p> <p>If no substantive feedback is provided, staff may request to proceed to Step 8.</p>				
Step 8	<p><b>Upon draft revisions based on the Board’s feedback, a new draft will be submitted to the Board. The updated draft will include a request to release the amended draft for public review. (Action Item: Full Board)</b></p>				
	<p><b>Path A</b></p> <ul style="list-style-type: none"><li>• The Board approves the request to release the draft standards for public review.</li></ul> <p>Upon approval of the draft release, staff will publicize the release on the USBE website and social media outlets, the Public Notice Website, and to any other applicable advisory committees</p>	<p><b>Path B</b></p> <ul style="list-style-type: none"><li>• The Board requests additional revisions.</li><li>• Staff will work with the writing committee to attend further to the Board’s revisions.</li></ul> <p>Staff will return to the Board for with a new draft and request to release for public review.</p>			
Step 9	<ul style="list-style-type: none"><li>• Staff posts the approved draft for at least a 90-day public review period.</li><li>• Staff plans and facilitates three public hearings in different regions of the state, including at least one virtual convening.</li></ul>				

	<ul style="list-style-type: none"><li>• Staff provides monthly updates to the Board on the location, numbers of attendees, the modes of delivery of the public hearing, and general themes from public review. (Information Item: S&amp;A Committee)</li></ul> Staff will hold ongoing meetings with the writing committee to incorporate public feedback as appropriate into the draft.						
Step 10	Staff submits to the Full Board an amended version of the publicly released draft standards that incorporates the feedback from the public.						
	The Full Board will determine a path for moving the standards forward. (Action Item: Full Board)						
	<b>Path A</b> If the Board determines minor, if any, changes, are warranted, they provide specific feedback on those items for staff to attend to and approve the standards.	<b>Path B</b> If the Board identifies a series of revisions are still warranted, the Board will recommend additional amendments prior to approving the standards. A special Board meeting may be requested to complete the revisions outside of monthly Full Board meeting.	<b>Path C</b> If the Board determines substantial revisions are still warranted: <ul style="list-style-type: none"><li>• Staff will forward the revised draft standards to Board Members for a 30-day comment period. Board Members will track their changes/suggestions in an editable format and submit to staff within 30 days of receipt</li><li>• Following the comment period, staff will work with the writing committee and Board members, as needed, to revise the standards and resubmit for Board review.</li></ul>	<b>Path D</b> If the Board recommends the standards to be sent to standards and assessment committee when substantial revisions are still warranted: <ul style="list-style-type: none"><li>• Staff will forward the revised draft standards to Board Members for a 30-day comment period. Board Members will track their changes/suggestions in an editable format and submit to staff within 30 days of receipt</li></ul> Following the comment period, staff will work with the writing committee and Board members, as needed, to revise the standards and resubmit for Board review.			
Step 11	Staff provides a written implementation plan. (Discussion Item: S&A Committee)						
	An update is included in the Superintendent’s Annual Report.						