

Utah State Board of Education Standards Revision Process

Approved August 2023

Purpose: As described in 53E-4-202, the Utah State Board of Education shall establish the core standards for Utah public schools that:

- Identify the basic knowledge, skills, and competencies each student is expected to acquire or master as the student advances through the public education system.
- Increase in depth and complexity from year to year and focus on consistent and continual progress within and between grade levels and courses.

Governing Documents:

Statute	Board Policy
53E-4-202 Core standards for Utah public schools	Board Policy 3002 – Standards Review
53E-4-203 Standards review committee	Committee

Step	Step Description	Required By	Type of Agenda Item	Sample Timeline				
1. Review Cued	Using the Utah State Board-adopted standards revision timeline , revision checklist, or due to a legislative mandate, the need for a standards review is cued.	Board Policy 3002		Month 1				
2. Board Approval for Standards Review	<p>Staff submits an action item requesting the full Board's approval to:</p> <table border="1"><thead><tr><th>Path A</th><th>Path B</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">□ Start the Standards Review Process.□ Organize the standards review committee.□ Request Utah State Board Members submit writing committee recommendations to staff within 30 days including the individual's name, position, and organization and email address.</td><td><ul style="list-style-type: none">□ Delay revision timeline due to data submitted by staff demonstrating lack of need for revision.</td></tr></tbody></table>	Path A	Path B	<ul style="list-style-type: none">□ Start the Standards Review Process.□ Organize the standards review committee.□ Request Utah State Board Members submit writing committee recommendations to staff within 30 days including the individual's name, position, and organization and email address.	<ul style="list-style-type: none">□ Delay revision timeline due to data submitted by staff demonstrating lack of need for revision.		Action Item: Full Board	Month 2
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3. Standards Review Committee Membership Identification	<p>Staff submits a written request to the Utah State Board Chair to appoint members to the standards review committee consisting of:</p> <p>(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 Utah State Board Chair.</p> <p>The Utah 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):</p> <p>(a) five parents of public education students appointed by the speaker of the House of Representatives; and</p> <p>(b) five parents of public education students appointed by the president of the Senate.</p> <p>The Utah 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.</p>	53E-4-203(6)		Month 2
4. Standards Review Committee Work	<p>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, and insights based on the standards revision cueing rubric, in accordance with laws related to curriculum.</p> <p><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.</p>	53E-4-203 Board Policy 3002		Months 3-4
5. Report of Standards Review Committee and Board Recommendations	The standards review committee will present a summary of the standards review committee's comments and recommendations to the full Board. The Utah State Board will vote to accept, modify, or reject each of the committee's recommendations to provide initial guidance to staff as well as vote on additional recommendations for overarching ideas from Utah State Board Members to be considered by the writing committee.	53E-4-203	Action Item: Full Board	Month 5 Full Board

Step	Step Description	Required By	Type of Agenda Item	Sample Timeline			
6. Writing Committee Organization and Standards Drafting	<p>Staff organizes the writing committee according to the standard operating procedure approved by the Superintendent.</p> <p>The writing committee meets to review the Utah State Board's approved recommendations and uses those approved provisions in revisions of the standards.</p> <p>Staff provides bimonthly progress submissions to the Standards and Assessment Committee, including progress being made and timely updates.</p>	53E-4-203 Board Policy 3002	Action: S&A Committee	Months 6-14			
7. Draft Standards Presented for Board Review and Feedback	<p>Staff submits a draft of the standards to the Utah State Board for review and feedback. Staff will email Utah State Board Members to submit their feedback in a provided template to the writing committee for consideration within 30 days of email notification. If feedback is received outside of the 30 days, it will be included as public comment. The writing committee will make recommendations based on the individual Utah State Board member's feedback by providing a rationale document that categorizes each amendment submitted into one of three categories (i.e., yes, acceptable, or no) and a 1-2 sentence rationale, as necessary.</p> <p>If no substantive feedback is provided, staff proceed to Step 8.</p>	53E-4-202(4)	Action Item: Email Notification	Month 15			
8. Board Amendments and Public Review	When the writing committee completes revisions based on the Utah State Board's feedback and rationale documentation, staff submits a new draft. The updated draft will include a request to release the amended draft for public review.		Action Item: Full Board	Month 16 Full Board			
	<table border="1" data-bbox="361 959 1495 1493"> <thead> <tr> <th data-bbox="587 959 889 985">Path A</th><th data-bbox="1178 959 1269 985">Path B</th></tr> </thead> <tbody> <tr> <td data-bbox="418 1008 889 1339"> <ul style="list-style-type: none"> <li data-bbox="460 1008 889 1106"><input type="checkbox"/> The Utah State Board approves the request to release the draft standards for public review. <li data-bbox="418 1122 889 1339"><input type="checkbox"/> 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. </td><td data-bbox="973 1008 1444 1493"> <ul style="list-style-type: none"> <li data-bbox="973 1008 1444 1286"><input type="checkbox"/> The Utah State Board considers requests for amendments or feedback that are substantial in nature (e.g., significant meaning/intent changed in a standard, entire standards added/deleted). <li data-bbox="973 1302 1444 1416"><input type="checkbox"/> Staff will work with the writing committee to attend further to the Board's revisions. <li data-bbox="973 1432 1444 1493"><input type="checkbox"/> Staff will return to the Utah State Board for with a new draft and </td></tr> </tbody> </table>	Path A	Path B	<ul style="list-style-type: none"> <li data-bbox="460 1008 889 1106"><input type="checkbox"/> The Utah State Board approves the request to release the draft standards for public review. <li data-bbox="418 1122 889 1339"><input type="checkbox"/> 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. 	<ul style="list-style-type: none"> <li data-bbox="973 1008 1444 1286"><input type="checkbox"/> The Utah State Board considers requests for amendments or feedback that are substantial in nature (e.g., significant meaning/intent changed in a standard, entire standards added/deleted). <li data-bbox="973 1302 1444 1416"><input type="checkbox"/> Staff will work with the writing committee to attend further to the Board's revisions. <li data-bbox="973 1432 1444 1493"><input type="checkbox"/> Staff will return to the Utah State Board for with a new draft and 		
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9. 90-day Public Review	<ul style="list-style-type: none"> <input type="checkbox"/> Staff posts the approved draft for at least a 90-day public review period. <input type="checkbox"/> Staff plans and facilitates three public hearings in different regions of the state, including at least one virtual convening. <input type="checkbox"/> Staff provides monthly updates to the Utah State Board on the location, numbers of attendees, the modes of delivery of the public hearing, and general themes from public review. <input type="checkbox"/> Staff will hold ongoing meetings with the writing committee to incorporate public feedback as appropriate into the draft. 	53E-4-202(4)	Information Item: S&A Committee	Months 17-20
10. Revised Draft of Standards Submitted for Final 30 Day Amendment Review	<p>Staff submits to the Utah State Board the amended version of the publicly released draft standards that incorporates the feedback from the public for a 30-day comment period. Board Members shall submit their amendments in a staff provided template to staff within 30 days of receipt of the request. The writing committee will review and respond to each Board Members amendments submitted within the 30 day period. The potentially amended document will be sent to the Standards and Assessment Committee with the associated rationale document for consideration.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If amendments are received by staff after the 30 day period notification process, then a note will be made within the amendments report that the proposed amendment wasn't reviewed by the writing committee and will be forwarded to the full Board for consideration. 		Action Item: Email Notification	Month 21
11. Final Amendments Review and Approval in S&A	The Standards and Assessment Committee will review the amendments compiled from the Utah State Board Members with the writing committee rationale document and shall evaluate whether to review each or pass the amendments onto the full Board for review.		Action Item: S&A Committee	Month 23

12. Final Amendments Review and Approval in Full Board	The full Board will review the amendments compiled from the Utah State Board Members in Step 10 and 11 and shall evaluate the proposed amendments to finalize the approval of the standards.		Action Item: Full Board	Month 24
13. Report Implementation Plan and Provide Updates	Staff provides a written implementation plan. An update is included in the Superintendent's Annual Report.	53E-402-203	Discussion Item: Standards and Assessment Committee	Month 25

Note: If an amendment to the above defined process is needed during a standards revision cycle, a two-thirds majority vote of the Utah State Board Members would be required to propose an amendment and to allow the Utah State Board to deviate from the process as outlined.

