

USBE
Single Course Standards Revision Process

1. Board members are notified by consent calendar information item during the full board meeting and by email of upcoming course revisions. They are allowed a 30-day window to submit suggestions to the writing committee.
2. The writing committee is convened to consider appropriate laws, changes to coursework, board member suggestions, field recommendations, and other relevant information necessary to update a course of study.
3. Revised standards are brought before the Standards and Assessment Committee meeting to be released for a 30-day public comment period. Board members may submit recommendations as part of public comment.
4. The writing committee and staff review public and board comments and make final draft modifications.
5. The Standards and Assessment Committee reviews the draft received from the writing committee and makes any additional amendments or recommendations it deems necessary. The amended draft from the Standards and Assessment committee is submitted to the full board for final approval or returned to the writing committee for further consideration.
6. The full board makes any final amendments.