

Example of Full Standards Process

This document outlines a possible updated process for cueing standards, running a review committee concurrently with the writing committee, engaging lead liaisons at key points with the Board, and providing a plausible updated timeline for standards revision.

- Starting 5 years or more after implementation, standards may be cued.
 - A survey asking for feedback on the standards is given annually only for those standards at *at least year 6* of implementation.
 - The cueing rubric is used, along with survey information to provide an annual update to the Board. The rubric takes into account elements such as how long the standards have been used, the availability of new research, new legislation, and public feedback.
 - The Board decides if cued standards are ready to be opened for a revision.
 - Even if the standards indicated a revision may be warranted, the Board ultimately decides if standards should be revised.

- Once standards are opened, two committees are formed.
 - Both committees are formed under provisions outlined in a Standard Operating Procedure that details the application process, commitment, requirements of members, and selection process.

Contact Person and Email: Meghan Everette, meghan.everette@schools.utah.gov

This draft is for consideration during the June 5, 2026 Standards and Assessment Committee Meeting

The Review Committee	The Writing Committee	USBE Staff
Selected by Utah State Board of Education, approved by Board Chair	Selected by USBE staff, approved by Superintendent	Subject matter experts, as employees of USBE
<p>Comprised of:</p> <p>Seven individuals, with expertise in the subject being reviewed, including:</p> <ul style="list-style-type: none"> ● Teachers, ● business representatives, ● faculty of higher education institutions in Utah and ● others as determined by the Utah State Board Chair <p>A representative sample of us to ten parents of public education students, from nominations by the Senate, House, and local LEA leaders (Superintendents and Boards of Education) as determined by the</p>	<p>Comprised of:</p> <p>A representative sample of qualified applicants based on the criteria in the application and also striving for diverse representation of backgrounds, experiences, and geographical representation.</p> <p>Vendors, international applicants, standards review committee members are not eligible.</p> <p>Number of members may vary based on subject, need, number of qualified applicants, and available funding.</p>	<p>Minimally comprised of the Subject Matter Expert assigned to the topic area being revised.</p> <p>May also include multiple staff experts in a subject area (if more than one is employed), the subject area coordinator, and/or the subject area Director.</p>

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Utah State Board of Education.		
<p>Nominations</p> <p>Nominees for the Review Committee need to provide:</p> <ul style="list-style-type: none"> ● Geographic Location (urban, rural, or suburban) ● Affiliation (if applicable - organization, LEA, and/or school) ● A commitment to the estimated timeline and meetings involved for the entirety of the process ● A commitment to sign an agreement establishing the relationship between writers and USBE 	<p>Applications</p> <p>Applications for the Writing Committee include:</p> <ul style="list-style-type: none"> ● Years in education ● Grade levels taught ● Course(s) taught ● License area(s) ● Endorsement area(s) ● Degrees Earned ● Geographic Location (urban, rural, or suburban) ● Affiliation (organization, LEA, and/or school) ● Attached resume ● Long answers describing: 	<p>N/A</p>

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	<ul style="list-style-type: none">○ Reason they wish to serve on the writing committee○ Experience in collaborating with colleagues to produce a product○ 1-2 questions developed based on content areas● A commitment to the estimated timeline and meetings involved for the entirety of the process● A commitment to sign an agreement establishing the relationship between writers and USBE	
Lead Liaisons	Lead Liaisons	Lead Liaisons

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<ul style="list-style-type: none"> • At the time of the initial meeting, 2-3 liaisons to the full Writing Committee and Board should be named. This group is responsible for at least one person being in attendance at each Writing Committee meeting. • All Lead Liaisons serve as part of the Liaisons to the Board at designated points in the process. 	<ul style="list-style-type: none"> • At the time of the initial meeting, Lead Liaisons to the Board should be named. This group is responsible for communicating to the Board, with the support of USBE staff, throughout the process. • All Lead Liaisons are identified and can answer Board questions at designated points in the process. 	<ul style="list-style-type: none"> • By nature of employment, USBE subject matter experts serve as liaisons to the Board throughout the entire process. • Staff are responsible for speaking with members of the press as requested, publishing and collecting public comment surveys, and preparing documentation for Board or Committee meetings.
<p>Core Responsibilities Include:</p> <ul style="list-style-type: none"> • Review of Current Research and Best Practices, as compiled by USBE staff or review committee • Review of current standards and initial recommendations 	<p>Core Responsibilities Include:</p> <ul style="list-style-type: none"> • Review of Current Research and Best Practices, as compiled by USBE staff or review committee • Standards writing and amendments including: 	<p>Core Responsibilities Include:</p> <ul style="list-style-type: none"> • Curating resources for each committee such as current standards, assessment information, guidance documents, and research.

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<p>to the Board and Writing Committee for:</p> <ul style="list-style-type: none"> ○ Research updates ○ Adding or Eliminating Content ○ Formatting amendments ● Attend select Writing Committee reviews at each draft stage to provide feedback including: <ul style="list-style-type: none"> ○ Initial Guidance to Writing Committee ○ Draft 1, prior to Board 30-day Review ○ Draft 2, prior to public comment ○ Draft 3, prior to Board 30-day Review ○ Draft 4 prior to final submission 	<ul style="list-style-type: none"> ○ Strands ○ Standards ○ Preface or additional information ○ Recommendations for Core Guides ● Present standards to the Review Committee at each draft stage for review and feedback including: <ul style="list-style-type: none"> ○ Initial Guidance from Review Committee ○ Draft 1, prior to Board 30-day Review ○ Draft 2, prior to public comment ○ Draft 3, prior to Board 30-day Review ○ Draft 4 prior to final submission 	<ul style="list-style-type: none"> ● Facilitating Writing Committee Meetings including securing space, scheduling, and general meeting facilitation. ● Staff are not standard writers. They may engage collaboratively, but serve mainly as facilitators and are not writers. ● Staff may make non substantive edits to help prepare draft and final documents.
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- An agreement between USBE and Review or Writing Committee Members will be created and signed prior to beginning the writing process. Some provisions include:
 - Review and Writing Committee members are not to advocate for or against standards outside of the writing committee meetings either on social media or through other direct forms of advocacy (such as phone calls to the Board).
 - Review and Writing Committee members will not be named publicly during the process, unless designated as Lead Liaisons.
 - Review and Writing Committee members may share generic messages such as the fact that public comment is open.
 - Lead Liaisons can, and should, answer questions related to the standards in designated points of interactions.
 - Lead Liaisons should expect a reasonable right to privacy and are only responsible for communication in the specified or designated ways.

- General Revision Process - This is an overview only and not fully detailed for adoption

Prewrite	Review Cued <ul style="list-style-type: none"> ● Annual survey is shared ● Cueing rubrics are completed ● Information is provided to the Board 	Prior to Start
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	<ul style="list-style-type: none"> • The Board decides to open or delay the revision 	
Step 1	<p>Committees Are Created</p> <ul style="list-style-type: none"> • Nominations and Applications are opened • The Board and Staff assemble committees based on the Standards Operating Procedure • Commitments by committee members are signed <p>Research Collected</p> <ul style="list-style-type: none"> • Staff (and committee members, as known) collect and curate current relevant research • Staff create working documents and folders for all information • Staff curate all existing relevant documents, such as the current standards and core guides 	Month 1-2
Step 2	<p>Research Phase</p> <ul style="list-style-type: none"> • The Review Committee assembles at least twice and reviews current standards and research and prepares overarching suggestions to the Writing Committee through the Board • Suggestions are made at a meeting of the full Board by the Review Committee Lead Liaisons • The Writing Committee takes this time to read current research 	Month 3-4

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	and the current standards while awaiting Review Committee suggestions	
Step 3	<p>Collaboration Point 1</p> <ul style="list-style-type: none"> • The Lead Liaisons of the Review Committee and Writing Committee meet to review the Utah State Board’s approved recommendations. • Board members may be present for this meeting • The Writing Committee beings using the provided recommendations 	Month 5
Step 4	<p>Initial Drafting</p> <ul style="list-style-type: none"> • The Writing Committee revises the standards. • Staff provides bimonthly progress submissions to the Standards and Assessment Committee, including progress being made and timely updates. • Lead Liaisons of the Review Committee must have at least one member in attendance of all meetings. 	Months 6-12
Step 5	<p>Collaboration Point 2</p> <ul style="list-style-type: none"> • The Lead Liaisons of the Writing Committee present the initial 	Months 13-15

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	<p>draft to the Review Committee and Board Members.</p> <ul style="list-style-type: none"> • The Review Committee and Board Members have 30 days to make comments on the standards. • Comments received after the 30 days are considered part of public comments. • The Writing Committee Updates the draft based on the comments and prepares an updated draft. 	
Step 6	<p>Public Comment</p> <ul style="list-style-type: none"> • Standards are brought to the full Board with a request to release for public comment. • The Board can approve the public comment period, or can send the draft back for further revisions prior to being released. 	Months 15-16
Step 7	<p>45-Day Public Comment Period & Revisions</p> <ul style="list-style-type: none"> • At least three public meetings, one of which may be virtual, are held in addition to the public comment survey being available. • Comments are sorted into actionable and not-actionable and an overview is created 	Months 17-20
Step 8	<p>Collaboration Point 3</p> <ul style="list-style-type: none"> • The Review Committee, Lead Liaisons of the Writing Committee, and Members of the Board meet to review the public comment. 	Month 20

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	<ul style="list-style-type: none"> Any additional suggestions to revisions are suggested based on the public comment and are recorded for use in the next revision phase. 	
Step 9	<p>Revision Phase</p> <ul style="list-style-type: none"> The Writing Committee reviews public, Review Committee, and Board comment and creates a revised draft of the standards 	Months 21-23
Step 10	<p>Collaboration Point 4</p> <ul style="list-style-type: none"> The Review Committee reviews the updated draft for clarity and makes any final recommendations to the Writing Committee for updates. After updating, the Writing Committee Lead Liaisons share the final draft with the Review Committee and Board Members. 	Months 24-25
Step 11	<p>Standards and Assessment Committee Review</p> <ul style="list-style-type: none"> While awaiting committee and Board approval, staff create a written implementation plan reviewed and approved by the Superintendent 	Month 26
Step 12	<p>Full Board Review</p>	Month 27
Post Process	<p>Implementation</p>	Month 28

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Title: Example Full Standards Revision Process.

Draft #: 1

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	<ul style="list-style-type: none">• Updates are included in the Superintendent's Annual Report• Core Guide development begins• Assessment, DLM, and any subsequent necessary processes begin	
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Rule/Statute: Standards Revision Process, Policy 3002

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