

**MEMORANDUM**

**TO:** Members, Utah State Board of Education

**FROM:** Rich Nye, Acting Deputy Superintendent

**DATE:** June 9-10, 2016

**ACTION:** Scope of Standards Review, Timeline, Budgetary Requirements

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**Background:**

On May 9, 2016 the Board approved a comprehensive review and update of its standards in the following subject areas, contingent on a one-time supplemental appropriation from the legislature to cover the costs: K-5 English language arts, 6-12 English language arts; English language arts June 2010 appendix, K-5 math standards, 6-8 math standards, and high school math standards; in addition, the Board referred this item to its Standards and Assessment Committee for determining a timeline and costs.

**Board Strategic Plan:**

This item supports the following imperative(s) and strategies in the Board's Strategic Plan:

- Imperatives: II. Quality Learning, III. System Values
- Strategies: Educational Options, Funding

**Anticipated Action:**

It is proposed that the Standards and Assessment Committee determine the scope of standards review, propose a timeline, and budgetary requirements.

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# Standards Revision Process



Prepared by the  
Utah State Office of Education

June 9 - 10, 2016

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**Standards Revision Process for Utah State Board of Education**  
Recommendations to Utah State Board of Education  
January 7, 2016

1. Notice of revision by Board
  - a. The Superintendent shall review the core standards described in Subsection 53A-1-402.8 to identify core standards that may need revision based on:
    - i. Recommendations from staff content area specialists
    - ii. Requests from parents or other stakeholders
    - iii. When significant new knowledge is available in a content area
    - iv. Any other criteria brought forth by a member of the board
  - b. The Board will announce the commencement of a revision of standards in a regularly scheduled board meeting.
  - c. Upon announcement of standards revision, staff will request the formation of a standards review committee from the Speaker of the House, the President of the Senate, and the Board Chair.
    - i. Membership in the standards revision committee is subject to the requirements set forth in rule.
    - ii. The Board Chair shall approve the final standards review committee membership.
  - d. Staff will present to the Board a fiscal impact analysis including an estimate of implementation costs.
  - e. Staff will present to the Board a plan to assess the effectiveness of the standards.
  
2. Standards Review Committee (SRC) meets to make initial recommendations
  - a. The Standards Review Committee is governed by rule and is facilitated by staff.
  - b. The Standards Review Committee shall meet twice within the first three months of constitution.
  - c. The Standards Review Committee shall make written recommendation of its findings to the Board.
  - d. If the committee does not reach consensus, a minority report shall be included in the report to the Board.

3. Report SRC recommendations to Board
  - a. A written report will be prepared by staff and approved by the SRC.
  - b. Staff will present the recommendations of the SRC at a regularly scheduled board meeting.
  - c. Board will give staff direction on recommendations from the SRC.
  
4. Writing committee organized
  - a. Staff will organize and facilitate writing committees comprised of experts in the content area, including both public education and higher education experts and others who may provide expertise in that content area.
  
5. Engage with stakeholders to provide updates and receive input throughout the writing and approval process.
  - a. Include content area specialists in education and in industry.
  - b. Include higher education content and education experts
  - c. Include professional organizations.
  - d. Include parent groups.
    - i. Regularly update the SRC through email.
  
6. Report revision recommendations and progress to Board
  - a. No more than four months after the beginning of the writing process staff shall report on the progress of the writing process, and shall provide any drafts available to the Board for any necessary course corrections.
  - b. Staff shall continue reporting on progress through regular updates to the Board throughout the writing process no less than every four months.
  
7. Submit to Board for approval for 90 day review
  - a. Staff shall submit a draft of content standards to the Board during a regularly scheduled board meeting.
  - b. Board shall consider releasing standards for 90 days of public input.
  - c. If approved, the 90 day review period begins immediately on the date of approval.

8. Public review with monthly brief updates to Board via email
  - a. Public review:
    - i. Staff shall provide an online survey where the public can comment on the draft standards.
    - ii. Staff shall schedule five meetings in various locations around the state at times and places convenient to the public.
    - iii. Staff shall also consider email, phone, and voice comments received in preparing the report to the Board
  - b. Staff shall provide a written report regarding public comment at the conclusion of the public comment period. The report shall include anticipated direction based on public comment.
  - c. The Board shall direct staff regarding public comment received.
9. Report implementation plan
  - a. Staff will present an implementation plan to the Board that will include:
    - i. A communication strategy for dissemination of the standards
    - ii. An analysis of existing and needed resources and a plan to support LEAs in resource identification and acquisition
    - iii. Details on professional development programs and needs
    - iv. A report on impact to existing assessments and anticipated needs for revisions
    - v. A fiscal impact analysis including all of the above and an estimate of implementation costs to LEAs
10. Revision based on public input
  - a. The writing committees shall revise the draft standards based on public comment and Board direction.
  - b. During this period, staff may make revisions public to continue receiving comment until finalized.
11. Standards to Board for review/ adoption
  - a. Proposed final standards are submitted to Board committee and to the full board for final adoption.