

## Utah State Board of Education Standards Revision Process

Approved July 9, 2020

**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:**

<p><b>Statute</b></p> <p>53E-4-202 Core standards for Utah public schools 53E-4-203 Standards review committee</p>	<p><b>Board Policy</b></p> <p>Board Policy 3002 – Standards Review Committee</p>
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Step	Step Description	Required By	Sample Timeline
1. Review Triggered	Using the Board-adopted standards revision timeline, revision checklist, or due to a legislative mandate, the need for a standards review is triggered.	Board Policy 3002	<b>Month 1</b>
2. Board Approval for Standards Review	Staff submits an action item requesting the full Board’s approval to: <ul style="list-style-type: none"> <li>• Start the Standards Review Process.</li> <li>• Organize the standards review committee.</li> </ul>		<b>Month 2</b> Full Board
3. Standards Review Committee Membership Identification	Staff submits a written request to the State Board Chair to appoint member to the standards review committee consisting of: <ul style="list-style-type: none"> <li>(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.</li> </ul> Staff submits a written request to the Superintendent to assist with identifying membership for the standards review committee consisting of: <ul style="list-style-type: none"> <li>(b) five parents of public education students appointed by the speaker of the House of Representatives; and</li> </ul>	53E-4-203(6)	<b>Month 2</b>

Step	Step Description	Required By	Sample Timeline
	(c) five parents of public education students appointed by the president of the Senate.		
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, 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 rubric.</p> <p><u>Notes:</u> 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	<b>Months 3-4</b>
5a. Report of Standards Review Committee Comments and Recommendations	The standards review committee will present a summary of the committee's comments and recommendations to the full Board.	53E-4-203	<b>Month 5</b> Full Board
<p>If the Board determines that a revision is not warranted, the process ends here. If there is cause for a revision, then the following steps would be executed.</p>			
6. Writing Committee Organization and Work	<p>Staff organizes a writing committee comprised of multiple stakeholders with advanced knowledge and expertise in the content area.</p> <p>The writing committee meets to review the comments and recommendations and uses those to revise the standards.</p>	53E-4-203 Board Policy 3002	<b>Months 6-12</b>
7a. Draft Standards Presented for Public Release	Staff submits a draft of the standards and a proposal for public review to the Standards and Assessment Committee. The Committee will forward a recommendation to the Board concerning releasing the draft.	53E-4-202(4)	<b>Month 13</b> Standards and Assessment Committee

Step	Step Description	Required By	Sample Timeline
<u>7b. Board Approval of Public Release</u>	<p>The Board will determine whether to release the standards for public input.</p> <p>Upon approval of the draft release, staff will <del>ensure to</del> publicize the release on the USBE website and social media outlets, the Public Notice Website, and to any other applicable advisory committees.</p>		<b>Month 14</b> Full Board
8. 90-day Public Review	<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.</li> <li>• Staff provides monthly updates to the Board on the location, numbers of attendees, and the modes of delivery of the public hearings.</li> <li>• Staff will hold ongoing meetings with the writing committee to incorporate public feedback as appropriate into the draft.</li> </ul>	53E-4-202(4)	<b>Months 14-17</b> Monthly Consent Calendar Information Item
9. Revised Draft of Standards Submitted	<p>Staff submits to the Standards and Assessment Committee an amended version of the publicly-released draft standards that incorporates the comments from the public.</p> <p>The Committee determines whether to forward the revised draft standards to Board Members for a 30-day review</p>		<b>Month 18</b> Standards and Assessment Committee
10. Full Board Opportunity for Review and Feedback	<p>Each Board Member is afforded the opportunity to review the revised draft and provide specific feedback for additional consideration and revision.</p> <p>Board Members will track their changes/suggestions in an editable format and submit to staff within 30 days of receipt.</p>		<b>Month 18</b> Board Member review
11. Committee Review and Determination of Path	<p>The Standards and Assessment Committee will be presented with one comprehensive document of Board Member changes/suggestions. Some initial changes will be crafted by staff for consideration by the Standards and Assessment Committee.</p> <p>Each suggestion or change will be reviewed and amended, as determined by the Committee, to create a final version for full Board approval.</p>		<b>Month 19</b> Standards and Assessment Committee

Step	Step Description	Required By	Sample Timeline
	The Committee will determine a path for moving the standards forward.		
<b>Path 1</b>		<b>Path 2</b>	
<p>12.a. Final Draft Review and Approval by Full Board in Regular Meeting</p> <p>The updated draft with the Standards and Assessment Committee revisions from the prior month will be submitted to the Board in a regular meeting. During the meeting, the full Board will discuss the changes/suggestions and finalize the draft.</p> <p>Writing committee members will be invited to be present for consultation.</p> <p>The Board will consider approval of the final draft.</p>	<p><b>Month 20</b> Full Board</p>	<p>12.b. Final Draft Review and Approval by Full Board in Special Session</p> <p>The updated draft with the Standards and Assessment Committee revisions from the prior month will be submitted to the Board in a special session. During the special standards session, the full Board will discuss the changes/suggestions and finalize the draft.</p> <p>Writing committee members will be invited to be present for consultation.</p> <p>The Board will consider approval of the final draft.</p>	<p><b>Month 20</b> Full Board</p>
<p>13. Report Implementation Plan and Provide Updates</p>	<p>Staff provides a written plan.</p> <p>An update is included in the Superintendent’s Annual Report.</p>	<p>53E-402-203</p>	<p><b>Month 21</b> Information item on Consent Calendar</p>