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TO: Members of the State Board of Education

FROM: Karen B. Salmon, Ph.D. *KBS*
State Superintendent of Schools

DATE: May 23, 2017

SUBJECT: Protocol for Developing and Revising Standards

Purpose:

The purpose of this memo is to establish the protocol used by the Maryland State Department of Education (MSDE) when writing, implementing and revising standards. To clarify which documents are revised by MSDE in this process, the following definitions apply.

Standards for each content/core area are statements that define what students should know and be able to do. Standards are adopted by the State Board of Education in COMAR and are reviewed at least every 8 years in accordance with the Regulatory Review and Evaluation Act, State Government Article §§10-130–10-139, Annotated Code of Maryland.

Supporting Documents provide guidance for implementing the standards adopted by the State Board of Education. They serve as a guide for school systems as they develop local curricula. Supporting documents may consist of frameworks, unit plans, outlines, lesson seeds, model lessons, and resource lists. They are developed, reviewed, and revised by teams of Maryland educators and may also include national models. Supporting documents are considered as works in progress so they can be refined and updated.

Curricula are developed by local school systems and define how teachers will teach the standards. Curricula may include methods, scope and sequence, materials, and assessments.

Summary of the Standards Review Process

Phase 1 - REVIEW

MSDE will create and disseminate a public survey to collect stakeholder feedback on the proposed standards. A review panel will be assembled and will consist of PreK–12 educators, curriculum coordinators/specialists, and other stakeholders key to the specific content area. The panel will make initial recommendations for edits to the proposed or existing standards document. The draft standards document will be presented to the State Board of Education for its review.

Phase 2 - REVISE

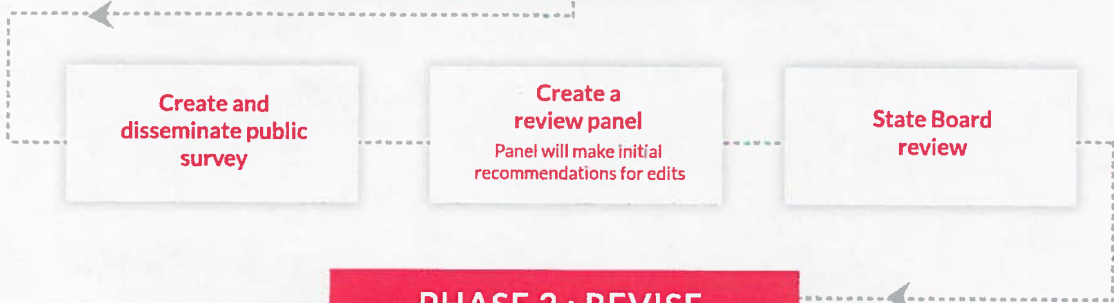
MSDE will draft edits to the revised standards based on panel recommendations, public input and State Board of Education input. The panel will convene to review the edits. The revisions will be given to specific content advisors to review the edits. The proposed draft will be shared regionally for feedback and will be presented at content briefings for additional input. MSDE will make any edits in response to panel, stakeholder and content advisor feedback.

Phase 3 - ADOPT

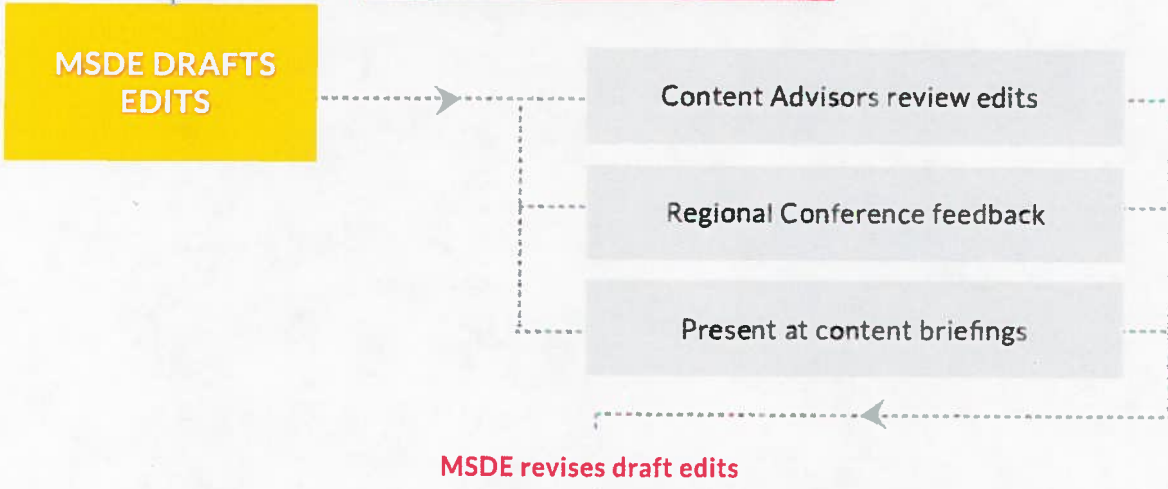
The draft revised standards will be presented to the State Board of Education for approval, following the same procedures that are used for regulations. The proposed standards are set forth as proposed regulations and are sent to the AELR Committee for a 15-day review period. If the AELR Committee does not hold up the proposed regulations for further review, they are published in the Maryland Register for a 30-day public comment period. At the end of the comment period, MSDE staff review and summarize the public comments. Thereafter, MSDE staff will present a recommendation to the State Board of Education to either: (1) adopt the standards in the form they were proposed; or (2) revise the standards and adopt them as final because the suggested revision is not a substantive change; or (3) review the standards and re-propose them because the suggested revision is a substantive change. At any time during this process, the AELR Committee may stop the promulgation process and hold a hearing. Thereafter, it may recommend to the Governor that the regulation not be adopted as a final standard or the AELR Committee may release the regulations for final adoption.

PROTOCOL FOR DEVELOPING AND REVISING STANDARDS

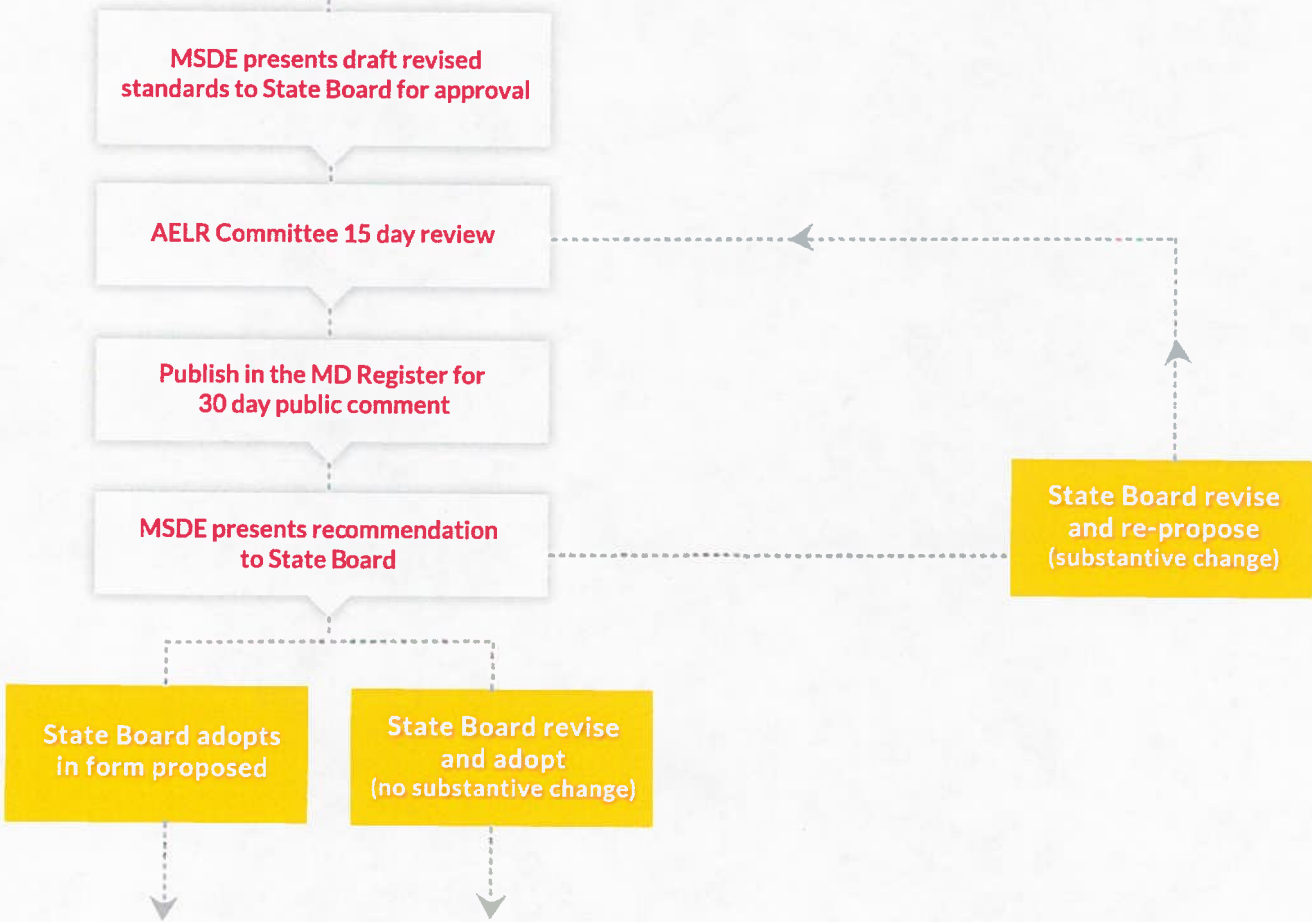
PHASE 1 : REVIEW/DEVELOPMENT



PHASE 2 : REVISE



PHASE 3 : ADOPT



Standard Adopted