

## Arizona’s Academic Standards - Development Outline

The following process is followed by the Arizona Department of Education for the development and/or revisions of academic content standards. When considering when to begin standards development/revision, timeframes must take into consideration 1) the time needed to complete the development/revision cycle, 2) the timeframe between State Board adoption and the start of the next school year, and 3) the timeframe needed to transition and begin implementation of the new/revised standard prior to full implementation. Timeframes may be extended or shortened based on the scope of the task and other statewide education initiatives.

Timeframe	ADE Role	Stakeholder Involvement
1-2 months	<p><b>Notification and Solicitation Stakeholder Participants</b></p> <ol style="list-style-type: none"> <li>1. Inform State Board of Education of intent to develop or revise content standards and provide schedule, as appropriate.</li> <li>2. Notify stakeholders of intent to develop or revise standards and solicit applications for committee members.               <ul style="list-style-type: none"> <li>• Provide notification and application information through contact lists, internal/external listservs, content professional organizations, ADE website, and through other methods as appropriate.</li> </ul> </li> <li>3. Identify and compile publications and research to guide committee work.               <ul style="list-style-type: none"> <li>• student learning requirements for the content area</li> <li>• student learning progressions/benchmarks</li> <li>• other states’ standards (highly ranked, based on Fordham reports, student performance measures, etc.)</li> <li>• national benchmarks (such as NAEP frameworks, AP, college and career readiness reports, etc.)</li> <li>• international benchmarks (TIMMS, PISA, etc.)</li> </ul> </li> </ol>	<p><b>Content Experts Apply to Participate</b></p> <ol style="list-style-type: none"> <li>1. Submit applications to participate in committee work.</li> <li>2. Forward invitation to participate to other interested/qualified stakeholders.</li> </ol> <p><b>General Public</b></p> <ol style="list-style-type: none"> <li>1. Attend State Board of Education meetings to learn more about the process.</li> <li>2. Submit request to speak during “Call to Public” as applicable.</li> </ol>

Timeframe	ADE Role	Stakeholder Involvement
1-8 weeks	<p><b>Select Qualified Committee Members and Prepare for First Meeting</b></p> <ol style="list-style-type: none"> <li>1. Review applications and select committee members who meet the necessary qualifications and represent diverse populations of: <ul style="list-style-type: none"> <li>• K-12 district and charter schools <ul style="list-style-type: none"> <li>○ School/district sizes (small, medium, large)</li> <li>○ School/district settings (rural, suburban, and urban)</li> <li>○ geographic diversity (county/regional centers)</li> <li>○ ethnic and socioeconomic diversity</li> <li>○ grade band representation (K-2, 3-5, 6-8, HS);</li> <li>○ content area expertise (strands/concepts/dimensions)</li> <li>○ K-12 education role (classroom teacher, coach, curriculum director, principal, etc.)</li> </ul> </li> <li>• Higher education faculty <ul style="list-style-type: none"> <li>○ education and content department experts</li> <li>○ community colleges, 2-year, and 4-year</li> </ul> </li> <li>• Other stakeholders, as appropriate <ul style="list-style-type: none"> <li>○ Content/teacher professional organizations</li> <li>○ Organizations/foundations providing content expertise and/ or content professional development</li> <li>○ Industry experts relevant to the content of the standard, as appropriate.</li> </ul> </li> </ul> </li> <li>2. Provide current content standard for committee to review. <ul style="list-style-type: none"> <li>• Identify any current concerns/issues with current standard <ul style="list-style-type: none"> <li>○ gaps/duplications in learning progressions/vertical alignment</li> </ul> </li> </ul> </li> </ol>	<p><b>Content Experts Accept Invitation to Participate</b></p> <ol style="list-style-type: none"> <li>1. Confirm availability to participate in committee work on scheduled dates (online or in-person)</li> <li>2. Read any background information or complete provided assignments, prior to participating in committee work.</li> </ol>

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	<ul style="list-style-type: none"> <li>○ gaps/duplications within a grade /horizontal alignments</li> <li>○ clarity of language</li> <li>○ measurability</li> <li>○ content issues</li> <li>○ alignment/connections to other content standards</li> </ul> <ol style="list-style-type: none"> <li>3. Provide applicable publications/research guide the development of the draft.</li> <li>4. Set date(s) for committee work and send invitations to selected content experts.</li> <li>5. Arrange facilities (including travel reimbursement/stipends) or provide online platform for committee work.</li> </ol>	
2-5 weeks	<p><b>Facilitate First Meeting and Capture Committee’s Work</b></p> <ol style="list-style-type: none"> <li>1. Facilitate meeting to develop structural framework of standard. <ul style="list-style-type: none"> <li>● Provide meeting outcomes, agenda, tasks, and instructions</li> <li>● Provide guiding questions.</li> <li>● Organize committee members into vertical, horizontal, and/or content groups, as appropriate.</li> </ul> </li> <li>2. At the end of the meeting, compile all committee documents and suggestions into a working structural framework, including rationale statements.</li> <li>3. Edit working structural framework and prepare to distribute for review at next committee meeting</li> <li>4. Set date(s) for next committee work and send invitations to selected content experts. (For continuity, at least 25% of the invitations for the next meeting should go to participants who developed the outline; at least 25% of the</li> </ol>	<p><b>Content Experts Establish Structural Framework</b></p> <ol style="list-style-type: none"> <li>1. Review the existing standards and all supporting documentation to guide the following decisions: <ul style="list-style-type: none"> <li>● Organize concepts/learning progressions across the grade bands (vertical alignment), checking for gaps or duplication.</li> <li>● Organize concepts within a grade/grade band to make appropriate connections between concepts for this standard and between other content standards (horizontal alignment), checking for gaps or duplication.</li> <li>● Provide rationale for decisions, based on the research documents used.</li> </ul> </li> <li>2. Provide ADE with draft structural framework (electronic or hardcopy) based on the committee’s decisions.</li> </ol>

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	<p>invitations should go to “new” members to ensure broader engagement with content experts)</p> <p>5. Arrange facilities (including travel reimbursement/stipends) or provide online platform for committee work.</p>	
2-8 weeks	<p><b>Facilitate Second Meeting and Capture Committee’s Work</b></p> <ol style="list-style-type: none"> <li>1. Facilitate meeting to revise outline of standard and write objectives <ul style="list-style-type: none"> <li>• Provide meeting outcomes, agenda, tasks, and instructions</li> <li>• Provide guiding questions.</li> <li>• Organize committee members into vertical, horizontal, and/or content groups, as appropriate.</li> </ul> </li> <li>2. At the end of the meeting, compile all committee documents and suggestions into draft documents.</li> <li>3. Edit draft documents and prepare to distribute for review at next committee meeting.</li> <li>4. Set date(s) for next committee work and send invitations to selected content experts. (For continuity, at least 25% of the invitations for the next meeting should go to participants who developed the draft document; at least 25% of the invitations should go to “new” members to ensure broader engagement with content experts).</li> <li>5. Arrange facilities (including travel reimbursement/stipends) or provide online platform for committee work.</li> </ol>	<p><b>Content Experts Refine Structural Framework and Write Objectives</b></p> <ol style="list-style-type: none"> <li>1. Review the existing standards, the draft structural framework, and all supporting research documentation to guide the following decisions: <ul style="list-style-type: none"> <li>• Review and revise the draft structural framework, making any needed changes to the concepts/learning progressions across the grade bands (vertical alignment), checking for gaps or duplication.</li> <li>• Review and revise the draft structural framework, making any needed changes to the concepts within a grade/grade band to make appropriate connections between concepts for this standard and between other content standards (horizontal alignment), checking for gaps or duplication.</li> <li>• Provide rationale for decisions, based on the research documents used.</li> </ul> </li> <li>2. Use the revised structural framework and all supporting research documentation to guide the following decisions: <ul style="list-style-type: none"> <li>• Write student performance objectives/standards for each concept/learning progression across the grade bands (vertical alignment), checking for gaps or duplication.</li> <li>• Write student performance objectives/standards for each concept within a grade/grade band, making appropriate connections between concepts for this standard and between other content standards (horizontal alignment), checking for gaps or duplication.</li> </ul> </li> </ol>

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		<ul style="list-style-type: none"> <li>• Provide rationale for decisions, based on the research documents used.</li> </ul> <ol style="list-style-type: none"> <li>3. Provide ADE with a revised structural framework, based on committee’s work.</li> <li>4. Provide ADE with first draft of the content standard (electronic or hardcopy) based on the committee’s decisions.</li> </ol>
2-8 weeks (repeat as many times as needed)	<p><b>Facilitate Additional Meetings and Capture Committee’s Work</b></p> <ol style="list-style-type: none"> <li>1. Facilitate meeting to revise draft of standard and objectives. <ul style="list-style-type: none"> <li>• Provide meeting outcomes, agenda, tasks, and instructions</li> <li>• Provide guiding questions.</li> <li>• Organize committee members into vertical, horizontal, and/or content groups, as appropriate.</li> </ul> </li> <li>2. At the end of the meeting, compile all committee documents and suggestions into draft documents.</li> <li>3. Edit draft documents and prepare to distribute for review at next committee meeting.</li> <li>4. Set date(s) for next committee work and send invitations to selected content experts. (For continuity, at least 25% of the invitations for the next meeting should go to participants who developed the draft document; at least 25% of the invitations should go to “new” members to ensure broader engagement with content experts)</li> <li>5. Arrange facilities or provide online platform for committee work.</li> <li>6. Consult with the ADE Assessment Division, as appropriate, for state assessed content areas.</li> </ol>	<p><b>Content Experts Refine Draft and Objectives</b></p> <ol style="list-style-type: none"> <li>1. Review the draft documents and all supporting research documentation to guide the following decisions: <ul style="list-style-type: none"> <li>• Review and revise the draft, making any needed changes to the language of the objectives/standards to ensure that each is clear, measurable, reasonable, and contains appropriate content and learner tasks.</li> <li>• Review and revise the draft, making any needed changes to the concepts/learning progressions across the grade bands (vertical alignment), checking for gaps or duplication.</li> <li>• Review and revise the draft, making any needed changes to the concepts within a grade/grade band to make appropriate connections between concepts for this standard and between other content standards (horizontal alignment), checking for gaps or duplication.</li> <li>• Provide rationale for decisions, based on the research documents used.</li> </ul> </li> <li>2. Provide ADE with refined draft of the content standard (electronic or hardcopy) based on the committee’s decisions.</li> <li>3. Work on support documents as appropriate (crosswalks, explanations/examples, implementation guides, etc.)</li> </ol>

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	7. Update State Board of Education, as requested.	<p><b>General Public</b></p> <ol style="list-style-type: none"> <li>1. Attend State Board of Education meetings to learn more about the process.</li> <li>2. Submit request to speak during “Call to Public” as applicable.</li> </ol>
1-4 weeks	<p><b>Prepare Draft for Public Review</b></p> <ol style="list-style-type: none"> <li>1. Complete all final formatting of draft documents.</li> <li>2. Schedule public hearings throughout the state (in person and/or online)</li> <li>3. Establish methods and deadlines to submit feedback on the public draft.</li> <li>4. Develop online survey to receive comments about public draft.</li> <li>5. Submit Agenda form (Information Item) for upcoming State Board of Education meeting. <ul style="list-style-type: none"> <li>• Provide the public draft to the State Board of Education to review.</li> <li>• Develop presentation for State Board of Education detailing key decisions/rationale made by the committee.</li> <li>• Provide State Board of Education with information about public review timelines, locations, and ways to provide feedback</li> </ul> </li> </ol>	<p><b>Content Experts Approve Draft for Public Review</b></p> <ol style="list-style-type: none"> <li>1. Review and refine the draft in preparation for public review.</li> <li>2. Committee vote indicates to ADE that the draft is ready for public review.</li> <li>3. Provide ADE with final edits prior to public review (electronic or hardcopy).</li> </ol> <p><b>General Public</b></p> <ol style="list-style-type: none"> <li>1. Attend State Board of Education meetings to learn more about the process.</li> <li>2. Submit request to speak during “Call to Public” as applicable.</li> </ol>
2-6 weeks	<p><b>Facilitate Public Review of Draft Standard</b></p> <ol style="list-style-type: none"> <li>1. Post the public draft of the standard on the ADE website for a designated timeframe for public review.</li> <li>2. Provide notice of public hearings throughout the state (in person and/or online) and all methods and deadlines to submit additional comments. <ul style="list-style-type: none"> <li>• Publish online survey to receive comments about the</li> </ul> </li> </ol>	<p><b>Content Experts Public Review of Draft Standard</b></p> <ol style="list-style-type: none"> <li>1. Committee helps inform additional stakeholders of opportunity to review the draft and provide feedback.</li> <li>2. Committee members may provide additional feedback by the due date, as part of the public review process.</li> </ol>

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	<p>draft from the public with a clearly defined due date.</p> <ul style="list-style-type: none"> <li>• Provide contact information (email and physical mailing address) and due dates to receive comments submitted outside of the online survey.</li> </ul> <p>3. Provide the draft to nationally recognized consultants, higher education faculty (content area and teacher education departments), and to local experts to review.</p>	<p><b>General Public</b></p> <ol style="list-style-type: none"> <li>1. Review the public draft of the standards by the due date.</li> <li>2. Provide feedback at public hearings (in-person or online).</li> <li>3. Provide feedback during the public review process through surveys or other available means by the due date.</li> <li>4. Attend State Board of Education meetings to learn more about the process.</li> <li>5. Submit request to speak during “Call to Public” as applicable.</li> </ol>
2-8 weeks	<p><b>Facilitate Revisions of the Draft</b></p> <ol style="list-style-type: none"> <li>1. Set date(s) for next committee work and send invitations to selected content experts. (For continuity, at least 25% of the invitations for the next meeting should go to participants who developed the draft document; at least 25% of the invitations should go to “new” members to ensure broader engagement with content experts).</li> <li>2. Arrange facilities or provide online platform for committee work.</li> <li>3. Collect, organize, and synthesize all public comments to make it easier for the committee to review. (all public comments – in original format – will be available for committee to review).</li> <li>4. Facilitate meeting to revise public draft of standard and objectives <ul style="list-style-type: none"> <li>• Provide meeting outcomes, agenda, tasks, and instructions</li> <li>• Provide guiding questions.</li> <li>• Organize committee members into vertical, horizontal, and/or content groups, as appropriate.</li> </ul> </li> <li>5. Complete final formatting on final version of the</li> </ol>	<p><b>Content Experts Make Revisions and Develop the Final Standard</b></p> <ol style="list-style-type: none"> <li>1. The committee reviews synthesized/organized comments and recommends appropriate modifications to the standard, indicating which comments were actionable, which were non-actionable, and providing rationale for their decisions.</li> <li>2. The committee revises the public draft by adding, deleting or modifying the objectives/standards, or by shifting content to a different grade level, based on public comments.</li> <li>3. The committee approves final edits of the draft for State Board of Education presentation.</li> <li>4. The committee works on support documents as appropriate (crosswalks, explanations/examples, implementation guides, etc.) based on revisions to the public draft.</li> </ol>

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	<p>standard for State Board Approval.</p> <ol style="list-style-type: none"> <li>6. Complete final formatting for support documents, if applicable, for the State Board to review.</li> <li>7. Develop transition/implementation timeline and guidance document to provide to the State Board, as requested.</li> </ol>	
1-4 weeks	<p><b>Presentation to the State Board of Education</b></p> <ol style="list-style-type: none"> <li>1. Submit Board Agenda form for upcoming State Board of Education meeting, requesting the SBE adopt the standard. <ul style="list-style-type: none"> <li>• Provide the final version of the standard to the State Board of Education to review.</li> <li>• Provide any completed support documents, if applicable, for the State Board to review.</li> <li>• Provide any transition/implementation plans, if applicable, for the State Board to review.</li> <li>• Develop presentation for State Board detailing key areas of public feedback and the decisions/rationale made by the committee.</li> </ul> </li> <li>2. If adopted, publish new standard on ADE website, along with transition/implementation information.</li> </ol>	<p><b>Content Experts Attend State Board of Education Meeting</b></p> <ol style="list-style-type: none"> <li>1. Attend State Board of Education meeting, as requested, to participate in the presentation explaining committee work and decisions.</li> <li>2. Submit request to speak during “Call to Public” as applicable.</li> </ol> <p><b>General Public</b></p> <ol style="list-style-type: none"> <li>1. Attend State Board of Education meetings to learn more about the process.</li> <li>2. Submit request to speak during “Call to Public” as applicable.</li> </ol>
1-3 years	<p><b>Transition and Implementation</b></p> <ol style="list-style-type: none"> <li>1. Develop and distribute transition plan and timelines for implementation.</li> <li>2. Develop and distribute support documents and other transition/implementation information.</li> <li>3. Develop and deliver professional development aligned to the standard.</li> </ol>	<p><b>Content Experts Attend State Board of Education Meeting</b></p> <ol style="list-style-type: none"> <li>1. Contribute to the development of transition/implementation support activities.</li> <li>2. Participate in transition/implementation activities with ADE and at local sites.</li> </ol> <p><b>General Public</b></p> <ol style="list-style-type: none"> <li>1. Participate in state and/or local committees to support implementation.</li> </ol>