



# NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

## **North Dakota Content Standards Development Guidance**

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# North Dakota Content Standards Development Guidance

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## North Dakota Content Standards Development Guidance

### I. Introduction

These generic guidelines for the development or revision of academic content standards provide a consistent process by which the North Dakota Department of Public Instruction (NDDPI) establishes statewide content standards development committees and review committees, as well as the staffing, design, and overall management of content standards development.

The length and number of meetings and drafts of content standards may vary, but the overall process remains consistent for standards development across all content areas.

For more detail on the purpose, expectations, and governing rules under State law for the development of rigorous learning expectations for all students at all levels of education, refer to the *North Dakota Content Standards Development Protocols* published by the North Dakota Department of Public Instruction (NDDPI).

### II. Process & Sequence for Developing Content Standards

For roles, responsibilities, and size of the various entities involved in any of the phases of the content standards development process, refer to the *North Dakota Content Standards Development Protocols* published by the NDDPI.

#### A. Budget

Ensure the Department has budgeted sufficient funds and time for a comparable effort of content standards development across all content areas. Budgeting includes allowance for external facilitation from content experts, if necessary.

#### B. Establish a Project Lead

Establish a project lead within the NDDPI for overall management of the standards development project for the content area under consideration.

#### C. Select External Professional Consultants for Facilitation and Research

The NDDPI may need to solicit and select external professional consultants for the purposes of providing independent facilitation and research. This requirement will be dependent on the content area under development and the level of expertise required. The contracted consultant will provide facilitation services during all content standards revision meetings. Facilitation will also include editing of all document drafts to ensure consistency of terminology, structure, and formatting for optimal comprehension and use.

#### D. Establish a Schedule for Committee Meetings

Work with external facilitators, if appropriate, to establish the number and schedule of meetings for the Content Standards Development Committee (Development Committee). This information will need to be provided to prospective Development Committee members before they submit their applications for committee membership. The number and schedule for Content Standards Review Committee (Review Committee) meetings must also be established.

### **E. Identify & Review Prospective Standards Documents**

The NDDPI project lead and external facilitators identify and review prospective national standards documents published for the content area under consideration. These documents will be considered for possible placement before the Development Committee, along with other appropriate state- or research-based proposals for content standards.

### **F. Establish a Content Standards Development Committee**

The Content Standards Development Committee (Development Committee) is comprised of North Dakota content specialists, with an adequate statewide representation of North Dakota demographics.

The Development Committee is selected via an “*Application for Selection of Content Specialist Committee Members*”. The NDDPI will solicit applications for content specialists to serve on the Development Committee by posting a public announcement via a press release on the NDDPI website, announcements in NDDPI newsletters, and distribution to all school district administrators, the university system, and other education stakeholder associations.

The NDDPI will apply the following principles to establish a content area’s Development Committee’s membership:

1. *Size*. The size of Development Committees should be sufficient to ensure approximately 6-8 individuals per grade level, or at levels determined appropriate to meet unique needs.
2. *Balanced Representation*. General consideration will be given for a balanced representation of interests, including:
  - a. School size
  - b. Gender
  - c. Geographic representation
  - d. Public school/private school and early childhood programs (birth through Pre-K, K-12, and post-secondary)
  - e. Special education representation
  - f. Cultural diversity
  - g. Economic disadvantaged representation
  - h. English learner representation
  - i. Library/technology literacy
  - j. Higher education teacher preparation programs
  - k. Post-secondary content specialists
  - l. Non-educator, field content practitioner
3. *Contracts*. The Department will issue contracts to all members of a Development Committee. The project lead will supervise the committee members. All committee members will be held accountable to the provisions of the contract and may be dismissed for failure to meet these provisions. The contract will specify the following:
  - a. *Project Responsibilities and Expectations*. All activities, professional development, expectations, time demands, the level of participation, and restrictions required of the Development Committee member.

- b. *Expenses.* All expenses of Development Committee members incurred related to the work of the project, including substitute teacher costs, will be reimbursed at State rates.
- c. *Professional Service Agreements.* Professional service agreements for Development Committee members will be provided at State rates.
- d. *Project Accountability.* All attributes expected of a Development Committee throughout the process, including adherence to State protocols, respect for committee members and the writing process, and project director expectations.

#### **G. Establish Content Standards Review Committee**

The Content Standards Review Committee (Review Committee) is a statewide committee of representative education stakeholders in the following areas of:

- 1. *Content-related professional organizations (e.g., Business, Industry and Labor)*
- 2. *Community Leadership*
- 3. *The General Public*

The Review Committee is selected via an “*Application for Selection of Review Committee Members*”. Note that the composition of the Review Committee may vary based on the nature of the content standards under development.

The NDDPI will solicit applications for members to serve on the Review Committee by posting a public announcement via a press release on the NDDPI website.

#### **H. Development Committee Training**

After Development Committee members are selected and contracted, they will be convened and trained. Training will include an overview of the State’s development protocols, expectations of committee members and an introduction to the structure, format, and content of State Content Standards.

Note that all Development Committee training and meetings must be publically announced and open for public observation.

#### **I. Solicitation of Public Comments**

Following the completion of each major draft or draft revision of content standards, an announcement will be made via the NDDPI website to solicit comments from the public. The comments are to be published on the NDDPI website and made available to the Development Committee and the Review Committee.

#### **J. Development Cycle of Content Standards**

Initial drafts are written, reviewed, and revised by the Development Committee. The drafts and any subsequent drafts are distributed to the Review Committee and stakeholder groups, including the public, for review and comment.

Note that all Development Committee and Review Committee meetings must be publically announced and open for public observation.

Following the completion of each major draft, comments are solicited from the public and made available to the Development Committee and Review Committee.

After a standards document draft is received from a Development Committee, the Review Committee will review the document and prepare observations and recommendations from their perspective as education stakeholders.

The Development Committee will consider the Review Committee recommendations, conduct an independent review, and make a final determination on the recommendations of the Review Committee.

Drafts of standards, whether developed internally or externally, must be amended to meet the format specification of North Dakota standards documents. See *North Dakota Content Standards Development Protocols* document for content standards formatting requirements.

The draft and review cycle continues until a final draft is prepared by the Development Committee for approval by the state superintendent.

#### **K. Approval and Dissemination**

When a final draft is prepared by the Development Committee, following the drafting of a sufficient number of preliminary drafts and sufficient opportunities for the Review Committee and public to comment, the Development Committee will request that the final draft be reviewed for final consideration by the Review Committee.

1. The NDDPI will guide the contracted consultant in preparing the final, officially formatted version for review by the state superintendent.
2. Following any required editing by the NDDPI staff, the State Superintendent will review the final draft for fidelity of purpose, content, and format, and proceed to issue an adoption of the state's new content standards for the content area or request additional amendments to bring the draft into an acceptable final version.
3. The content standards document is posted on the Department's website for online dissemination, and public notice is forwarded, as appropriate, to school districts, early childhood programs, libraries, universities, other education-related organizations, and the public.

#### **L. Implementation and Evaluation Feedback.**

NDDDDPI will develop a process to collect information for updates, revisions, and recommendations for improvements for the next generation of content standards development activities.