

## Suggested Course Design and/or Revision Process

- **Step 1** – Review the State/National standards for the course (all subjects review the ELA Common Core)
- **Step 2** – If applicable, review the Surveys of Enacted Curriculum (SEC) and what's covered on the SAT/PSAT and M-STEP
- **Step 3** – Based on steps 1 and 2, identify the Essential Standards that all students must learn (Essential Standards don't represent everything that is taught)
- **Step 4** – Unpack the Essential Standards that will be covered in the course and develop Learning Targets
- **Step 4** - Revise/Create the Common Final Exam (Beginning, Middle, and End of Year Tests for Elementary) based on the results of Steps 1-4 ensuring the tests are similar in rigor and content to the state mandated tests (when applicable use the INSPECT Itembank)
- **Step 5** - Develop a [Scope and Sequence](#), establish rough timelines, identify unit topics/big ideas along with the essential standards covered for the unit, and identify timelines for the common formative and unit summative assessments for each unit (use district templates for [Scope and Sequence](#) and [Unit Development](#))
- **Step 6** – Principal approves the draft scope and sequence and common exam (BoY, MoY, and EoY for Elementary)
- **Step 7** – After Principal approval, draft scope and sequence and exam (BoY, MoY, EoY for Elementary) is submitted to the Curriculum Council for review
- **Step 8** – After Curriculum Council review, develop/revise units based on the work completed in steps 1 to 7. In addition, develop common formative assessments, common unit assessments, and common scales (if core program assessments need revision, PLCs may submit change requests through their principal to the Curriculum Council for approval)
- **Step 9** - Individual teachers develop/revise lesson plans
- **Step 10** - Ongoing data review with adjustments to curriculum and instruction will be made via the Professional Learning Community (PLC) process
- **Step 11** – The Curriculum Council edits the common final exam (BoY, MoY, and EoY for Elementary) and scope and sequence for consistency. The Curriculum Department maintains master copies for public review