

Review Committee Training Agenda, Email, and Survey

This resource provides an agenda for training the Review Committee on the rubric and procedures for curriculum review.

Who will deliver this training?	Ms. Hall
When and where will this training occur?	Thursday, February 9, 4:30-7:00 pm, at the district office
What materials need to be prepared in advance?	<ul style="list-style-type: none"> • Copies of the key criteria list • Copies of the curriculum selection rubric • Sample sets of one curriculum for the committee to review and norm on – bring four sets of materials so each small group can have their own
Activity	Description
Review key criteria for selection and vision for instruction (8-10 min)	<p>Have the Review Committee read the list of key criteria for curriculum selection as well as the vision for excellent instruction for the content area. Discuss the following questions:</p> <ul style="list-style-type: none"> • Why are these criteria important for our students and district community? • What would it look like for these criteria to be reflected in a curriculum? • What are the links between the criteria and our vision for excellent instruction?
Review the rubric (5-7 min)	<p>Distribute copies of the rubric. Quickly orient committee members to the rubric – explain the range of potential scores, how the rows and columns are organized, etc. Then allow time for committee members to read it closely. Invite committee members to underline important words or phrases.</p>
Practice and norm with the rubric (120 min, includes break)	<p>Split the Review Committee into small groups. Each small group will review the same curriculum, so they can discuss and norm on scores. Have groups assign scores to each row of the rubric. Remind committee members to record evidence on their rubrics that supports their assigned score.</p> <p>After the small groups complete their review, have each small group report their scores to the whole group. Use the following discussion questions as a guide:</p> <ul style="list-style-type: none"> • What score did you give for this rubric row?

	<ul style="list-style-type: none"> • What evidence from the materials support your score? • Did you consider assigning a different score to this row? If so, why (what evidence supports this alternative score)? <p>If groups disagree on the score for a rubric row, review the evidence together. Try to reach consensus on all scores.</p> <p>Additional discussion questions to support rubric norming:</p> <ul style="list-style-type: none"> • Which rubric row do you think is most difficult to score? Why? • Which rubric row do you think is easiest to score? Why? • Where do you think we're most likely to disagree on scores? Why? What can we do to ensure our scoring is as consistent as possible? • We gave these materials a 2 on this rubric row. What would have to change in these materials for us to give them a 3? <i>(Feel free to use any score for this question. The purpose of this question is to help committee members think about the differences between scores and what evidence of each score looks like.)</i> <p><i>Facilitation Notes: Depending on the number of groups and available curriculum sets, some groups may need to share materials. If time is limited, each group may not be able to get to every rubric row. In this situation, assign a few rubric rows to each small group. Make sure that more than one group evaluates each rubric row, so the groups have the opportunity to discuss and norm on scores.</i></p>
<p>Explain what will happen next, including procedures for additional curriculum review (5-10 min)</p>	<p>We will have two more meetings. At each meeting we will review one set of materials together. Like tonight, we will work in small groups and then norm on scores as a whole group. After we have scores for all the curricula, we will determine if we need to gather additional information before making a final decision.</p>
<p>Supporting Resources</p>	
<p>Email announcing the training:</p> <p>Dear Curriculum Review Committee,</p>	

We are excited to begin the process of reviewing materials! We believe that high-quality materials will help our teachers reach all students with lessons that are engaging and meaningful. Making sure that we as a committee know what we're looking for in potential materials is an important step in achieving our goal. This email includes important information about our committee training.

We will meet for our training on Thursday, February 9 from 4:30-7:00 pm at the district office. The district office is located at 123 Main Street. During this time, we will review the criteria we'll use to select a new curriculum. We'll use a rubric that is aligned to these criteria to score one set of materials together. Scoring this first set of materials together will help ensure that we all know what we're looking for and have a shared understanding of what each score means.

There is no pre-work for this training. However, it may be helpful to review the materials from our previous training on academic standards.

We look forward to seeing you on February 9!

Ms. Hall

Below is a list of possible survey questions to share with committee members after the training. Each question, if not otherwise indicated, should be rated on a 1-5 scale where 1 = disagree, 2 = somewhat disagree, 3 = neutral, 4 = somewhat agree, and 5 = agree.

- I understand how to use the curriculum selection rubric.
- I know what kinds of evidence to look for when I'm scoring each rubric row (*Consider asking this question for each row in the rubric. This question may reveal that committee members understand the scoring of some rubric rows better than others.*)
- I'm confident in my ability to score each rubric row and support my score with evidence.
- I believe that our review committee has a common understanding of what each rubric row and score looks like.
- This training helped prepare me to review curricula and score them consistently.
- What questions do you have about reviewing curricula? (open ended)
- What additional support would be helpful in preparing you to review curricula? (open ended)