

**Minutes of the Oklahoma Standards
Steering Committee Meeting**

**STATE BOARD OF EDUCATION
OLIVER HODGE EDUCATION BUILDING
2500 NORTH LINCOLN BOULEVARD, RM. 1-20
OKLAHOMA CITY, OK**

March 25, 2015

The Oklahoma Standards Steering Committee met for an overview of qualifications and responsibilities that would guide the process of creating Writing Teams that will construct new Oklahoma English Language Arts and Math Standards at 1:00 p.m. on Wednesday, March 25, 2015, in the Board Room of the Oliver Hodge Education Building at 2500 N. Lincoln Blvd., Oklahoma City, OK. The handouts were available for all attendees.

Members of the Steering Committee present:

Joy Hofmeister, Superintendent of Public Instruction
Amy Ford, Chair of the Steering Committee
Dr. Glen Johnson, Chancellor of Higher Education
Don Raleigh, Superintendent of Pryor Public Schools
Barbara Bayless, Educator
Elaine Hutchison, Educator
Mautra Jones, Parent Representative
Dr. Marcie Mack, Oklahoma Dept. of Career and Technology Education

Members of the Steering Committee not present:

Gen. Lee Baxter, State Board of Education
Deby Snodgrass, Secretary of Commerce and Tourism

Also present:

Dr. Bill Radke, Executive Director
Dr. Cindy Koss, Deputy State Superintendent, Academic Affairs

Opening Remarks:

Ms. Amy Ford called the meeting to order and welcomed everyone in attendance. She shared the purpose of the meeting was to review and discuss the composition of the English Language Arts and Math writing team members. The State Board of Education approved the standard's timeline process at last meeting. Today, Dr. Bill Radke was invited to share the current actions taken toward the next phase of the standard process.

Dr. Radke addressed several items for consideration and they were:

- Composition of the writing teams which is a guiding document to be considered
- Synthesis of feedback from Dr. Stotsky, Dr. Gray, Dr. Schielack and other sources from different states
- The qualifications for selecting the Writing Team members and Co-chairs and their responsibilities

The framework for establishing each Writing Team would be as follows:

English Language Arts Membership (18 members)

- Co-chairs (one from higher ed. -one from common ed.)
- 2 State Dept. of Education specialists (one for primary-one for secondary)
- 9 teachers (3-Pk-4, 3-5-8 gr., 3-9-12 gr.)
- 3 subject area higher education faculty (1-Pk-4th, 1-5-8th, 1- 9-12th)
- 1 assessment expert
- 1 scribe

Math Membership (19 members)

- Co-chairs (one from higher ed. -one from common ed.)
- 2 State Dept. of Education specialists (one for primary-one for secondary)
- 10 teachers (3-Pk-4, 3-5-8 gr., 4-9-12 gr.)
- 3 subject area higher education faculty (1-Pk-4th, 1-5-8th, 1- 9-12th)
- 1 assessment expert
- 1 scribe

The math team received an additional teacher for the extension of mathematical concepts. The goal is to keep the teams at a reasonable size. The qualifications for being selected as a potential team member are:

Qualifications and selection of Co-chairs:

- For English Language Arts – prefer one undergraduate teaching faculty member from an accredited university or college with a degree in English literature or language and selected by the chancellor and one highly respected Pk-12 teacher (ex...teacher of the year) certified in ELA , selected by the state superintendent

- For mathematics – prefer one undergraduate teaching faculty member from an accredited university or college with a degree in science, mathematics or engineering and selected by the chancellor and one highly respected Pk-12 teacher (ex...teacher of the year) certified in mathematics selected by the state superintendent

Responsibilities of the Co-chairs:

- Works with executive director
- Adheres to timelines
- Leads and coordinates the work of the writing team
- Assures appropriate content and accuracy of the standards

Qualifications for Scribes:

- Subject matter expertise
- Adept at using Microsoft Office Suite
- Be very flexible and available for team meetings

Responsibilities for Scribes:

- Organize
 - Schedule sites for all writing team meetings
 - When required, identify and schedule facilitators
- Communicate
 - Takes and transcribes notes from the writing teams
 - Provides updates on the process to the executive director and co-chairs for release to the steering committee and public
 - Works with the executive director to post information on the SDE website
 - Tracks drafts and revisions
 - Ensures verbiage and style is consistent among grade bands and between standards
 - Compiles public comments

Qualifications and selection of Pk-12 Teachers for the writing teams:

- Seven or more years of experience preferred at the level of subgroup for which they are appointed
- Currently teaching in the grade level
- For English-minimum of a minor in English and/or courses in literature, composition, or rhetoric for those in 9-12 grade band and reading methods expertise preferred in the Pk-8 grade bands
- For mathematics- minimum of a minor in mathematics, science or engineering for those in 5-12 grade bands (preferably representatives from Alg. 1 and 2, geometry, and pre-calculus or trigonometry) and, in the Pk-4 grade bands, recognized as an effective math teacher
- Selected by the state superintendent in consultation with the co-chair

Qualifications and selection of Higher Education Teachers for the writing teams:

- For English – at least five years of higher education teaching experience in the subject area preferred for those serving on the 6-8 grade band and 9-12 grade band and English education experience for those serving in the Pk-12 grade band
- For mathematics – at least five years of higher education teaching experience preferred in the subject area for those serving on the 6-8 grade band and 9-12 grade band and mathematics education experience for those serving in the Pk-12 grade band
- Selected by the chancellor in consultation with the co-chair

Responsibilities of the writing teams:

- Each team uses a highly rated pre-2010 set of evidence based state standards as the foundation for the standards development process
- Review and apply the guiding assumptions crafted by the Steering Committee
- Each subgroup looks at the relevant grade-level standards and identifies them for adoption, modification or rewrite
- Establish a set of goals to be reviewed by the Steering Committee before proceeding with the drafting of the standards
- Goals should include a description of the state standards selected as the foundation for the new standards

There were suggestions made that the qualifications and expectations should be flexible enough to secure quality members and not discourage participation during selection phase. Dr. Radke then shared the selection process for Nominees during draft reviews:

First draft reviewers:

- Consist of teachers not serving on the writing teams and representatives from Higher Education, Career and Technology Education and the Department of Commerce

Responsibilities of First draft reviewers:

- Review all proposed standards at their grade level for appropriateness and wording
- Representatives from Higher Education, Career and Technology Education and the Department of Commerce review all of proposed standards for their impact on college and career readiness
- Comments are recorded by the scribes and sent to the writing teams for review and action

Second draft reviewers:

- One group consist of several nationally recognized consultants for their expertise in Pk-12 standards, special issues in specific content areas; the group also includes membership as defined in HB3399

- The second group consists of teachers and superintendents selected from the EngageOK summer 2015 conference

Ms. Ford asked questions about qualifications.

Superintendent Hofmeister: Goal is to have right people to do work in tight timeline and do well. Qualifications for selection is just a guide. However, you want expertise and experience working in collaboration.

Mr. Raleigh asked about what sources of standards would be considered as foundations.

Ms. Ford mentioned Minnesota and California standards: review blueprints/frameworks of evidenced standards already in operation. Lots of research is necessary. Minnesota's standards should be the focus point for math teams.

Ms. Ford: Dr. Stotsky said it's good to have tons of feedback.

Superintendent Hofmeister: All stakeholders will be given ample opportunity to respond to consecutive drafts.

Superintendent Hofmeister and Ms. Ford said funding will be used as directed to construct the standards.

Next Steps are:

- Teams in place by April.
- Try to meet timeline once co-chairs are in place and given charges.
- Review of PASS Standards by Higher Regents and their November 2014 recommendations.
- Collect resources for co-chairs and teams as guides to use.

Superintendent Hofmeister agreed with Chancellor Johnson that next meeting would be in May.

Closing Remarks:

Adjourned meeting at 2pm