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CalCurriculum Adoption Process

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Step 2: Prioritize

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2. Identify Parameters, Priorities and Decision-Making Process

What do we know?

Finalizing your committee, understanding the boundaries of the adoption, establishing common definitions and priorities, and creating a plan for how you communicate this work to your stakeholders is essential to a successful adoption process. Below are key elements towards selecting high-quality instructional materials.

Overview		
Action Steps	Tasks	Materials
2.1 Establish and Organize Your Committee	2.1a Create a list of potential committee members. 2.1b Include stakeholders from various levels of the system (e.g. teachers, leaders, content expertise, professional learning specialists, parents, etc)	<u>Template 2.1</u>
2.2 Review District Parameters, Vision and Set Goals	2.2a Review the instructional vision set out by your district for the content area you are adopting.	<u>Template 2.2</u>
2.3 Establish Priorities	2.3a Review past adoption practices 2.3b Review past rollout successes and challenges 2.3c Review past implementation successes and challenges	<u>Template 2.3</u>
2.4 Establish a Decision-Making Process	2.4a Decide how the final decision will be made.	<u>Template 2.4</u>

2.1 Establish and Organize Your Committee

At the center of every adoption process should be a set of educators committed to selecting the highest quality materials and who hold a strong belief that ALL students deserve access to these materials. This committee will be essential to the collaborative ownership of all stakeholders involved in the implementation of the materials. Here are some suggestions for those educators you may want to bring onto the committee based on your needs: *curriculum director, English Learner representation, teachers (grade and school representation), principals (school representation), professional learning director/coordinator, students with disabilities representation and parent/community representation.*

Potential Committee Members	
Who?	What role with they serve?

2.2 Setting Vision and Parameters for the Process

Based on district educational goals for success, define what successful implementation of materials will look like. Understanding the boundaries of your adoption before you begin is essential to having a successful selection that is tied directly to your district's specific needs. Once the parameters are understood, knowing what you're working toward in a vision and goals keeps the process on target and guarantees a smart adoption and implementation of the new materials.

Vision, Goals and Parameters

What is the instructional vision for your district?

What are the goals for this adoption?

- 1.
- 2.
- 3.

What are the parameters that have been set for this adoption that will impact the decision before you begin the investigation process?

Examples: specific grade levels OR budget

2.3 Identifying Priorities

Critical to the success of this adoption is the setting of priorities tied directly to your goals.

"Nice to Have"	Priorities
	<i>Aligned to standards and shifts</i> <i>Example: Materials must provide teacher directions for individual and small group instruction for English Learners.</i>

2.4a Determining Your Decision-Making Process

Before moving your committee forward with the adoption, attention must be paid to how the final decision is to be made. This might be predicated on district policies, however, it is important to know upfront how the decision will be made.

Decision-Making Process
Who will make the final decision?
How will you make your decision (group vote with majority, superintendent gets the final say, consensus)?
How will you bring in the feedback from your stakeholders?
What are your district's policies and procedures around the decision? Is there an established set of guidelines that dictate how this should be done?
If you decide to use a consensus strategy (https://www.edreports.org/resources/article/the-case-for-consensus), determine how will that be accomplished?
What is your plan response should you be challenged on your decision?

2.4b Timeline and Budget

Timeline			
What is the timeline for this work?			
July	August	September	October
November	December	January	February
March	April	May	June