SBOE Approved TEKS Review and Revision Process

Green = SBOE Action
Blue = Work Group or Content Advisor Action
Peach = TEA Action
Pink = ESC Action

TEA collects feedback on current TEKS		
Step	**Steps in Approved Process**	**Administrative Procedures**
1	TEA collects information via survey from educators and parents regarding student expectations that are essential at each given grade level and student expectations that may not be essential at each grade level.	
1A		TEA Curriculum staff develops survey questions specific to each subject area and submits to board chair for review and approval.
1B		TEA Curriculum staff posts survey and sends content-area newsletter announcing survey and close date. Staff shares link to survey with **SBOE members** before newsletters are distributed.
1C		After survey closes, TEA Curriculum staff members analyze data and creates summary graphs/tables for all selected-response questions and shares summary (in PDF) and all open-ended responses (in Excel) with **SBOE members**. Staff also makes the raw data available upon request.
2	ESCs coordinate and collect regional feedback on current TEKS.	
2A		TEA staff members meet with ESC content specialists to review process and answer questions.
2B		ESCs submit feedback to TEA.
2C		TEA staff creates summary of feedback and shares with **SBOE members**.
3	**SBOE** designates up to seven content advisors* who provide feedback on the current TEKS and develop recommendations for the review (*for foundation subjects, higher ed commissioner names two additional content advisors) Up to 9 content advisors will be designated. To be designated as a content advisor, an individual must have (1) a minimum of a bachelor's degree from an accredited college or university, (2) demonstrated his or her expertise in the subject area in which he or she is being appointed, and (3) either taught or worked in such field. Under this process one board member may not be able to designate an advisor unless the member joins a group of two on a designation.	

Step	Steps in Approved Process	Administrative Procedures
3A		TEA receives a formal email from each partnering board member identifying the individual they wish to designate and the **SBOE member** with whom they will partner.
3B		TEA staff shares names and affiliations of all content advisors with board members.
3C		If not provided, TEA Curriculum staff contacts the designated content advisor to request resume or CV. Curriculum staff sends preliminary communication to content advisors and work with Contracts and Purchasing staff to begin the paperwork for the personal services contract. TEA staff shall notify the nominator of any non-response.
3D		TEA Contracts and Purchasing staff executes the personal services contracts with content advisors.
3E		TEA SBOE Support staff writes biographies for each content advisor. Biographies are posted to the website and SBOE members are notified when ready.
4	If a content advisor cannot fulfill the requirements, the **SBOE chair** and the two appointing board members will be notified and the board will decide on whether to replace that advisor.	

TEA and SBOE take initial steps		
Step	**Steps in Approved Process**	**Administrative Procedures**
5	TEA conducts briefing for interested stakeholders to review opportunities and processes for providing input and feedback.	
5A		TEA identifies and invites to the briefing stakeholders from professional organizations and other entities who have expressed an interest in the subject areas review. A list of those organizations shall be shared with **SBOE members**.
5B		TEA may receive recommendations from **individual SBOE members** for other organizations or entities to invite.
5C		TEA may post notification with a registration link on social media if there is a high level of public interest regarding the review.
6	TEA posts work group application and notifies public of review and expected timelines.	
6A		TEA updates application with subject-specific questions and information. A list of such presentations and meetings shall be shared with **members of the SBOE**.
6B		TEA sends a content-area newsletter with a link to the application.

Step	Steps in Approved Process	Administrative Procedures
6C		TEA promotes the application in relevant conference presentations and educator meetings and in meetings with ESC specialists.
7	**SBOE members** approve applicants who may be considered to serve on work group. Applications are received and submitted to board members throughout the process. TEKS work groups will include educators, parents, business and industry leaders, and employers [TEC, 28.002(c)] and will include representation from all SBOE members.	
7A		TEA staff sort applications by SBOE district and prepare approval forms. TEA staff provides each SBOE member a list of all completed applications from their district.
7B		Because the application is open throughout the process, TEA staff sends applications in batches. Board members are typically given 2 weeks to approve or deny applicants. Board members must complete, sign, and return approval form. If a board member does not respond by the deadline, all applicants in that batch are considered approved.
7C		TEA staff maintains database with all approved applications.
8	**SBOE** adopts scope of review and provides written direction to TEA and work groups regarding work to be completed.	
8A		TEA staff continues to send applications to board members throughout the process.

Content advisors develop recommendations

Step	Steps in Approved Process	Administrative Procedures
9	Content advisors review survey and ESC feedback to develop individual recommendations.	
9A		TEA creates and compiles resources, including guiding questions and ESC feedback, for content advisors. Subsequent versions are reviewed and approved internally by the SBOE chair or vice chair.
9B		TEA conducts a virtual orientation meeting with content advisors to brief them on the TEKS review process and expectations for content advisors and to address questions.
9C		Staff provides copies of current TEKS, resources, and guiding questions to content advisors and asks content advisors to complete initial review and provide feedback on current TEKS.
9D		TEA collects feedback from content advisors and sends individual content advisor reviews to SBOE members.

Step	Steps in Approved Process	Administrative Procedures
10	TEA convenes content advisors to develop consensus recommendations for revisions to TEKS. Content advisors convene in Austin for a two-day face-to-face meeting to develop consensus recommendations. TEA reimburses content advisors for travel expenses.	
10A		TEA provides individual reviews from all content advisors to each content advisor in advance of meeting.
11	Content advisors participate in webinar(s) to complete recommendations (if needed).	
11A		Content advisors are given an opportunity to make adjustments to individual reviews, if desired, following discussion with other content advisors.
11B		TEA sends consensus recommendations to **SBOE members** and posts to the website individual reviews and consensus recommendations.
11C		TEA builds Work Group A from SBOE-approved applicants. TEA works with SBOE chair to determine the charge of the first work group before building the work group in order to ensure individuals have the right expertise.
12	Individuals who will comprise half of Work Group A meet with content advisors and **SBOE representative(s)** to review consensus recommendations and discuss SBOE direction.	

TEA builds work groups

Step	Steps in Approved Process	Administrative Procedures
13	TEA builds and names work groups from pool of **SBOE-approved** applicants. TEKS work groups may be instructed to use the current TEKS as the foundation document. TEKS work groups will be instructed to do the following: • Consider the general course of study, not what might be covered in an Advanced Placement course. • Ensure the College and Career Readiness Standards (CCRS) are adequately addressed in the TEKS. • Ensure revisions are in compliance with all relevant statutes. • Provide written justifications for all suggested revisions. • Track all revisions to show what has been changed. • Ensure that student expectations are content driven. • Carefully consider the amount of time necessary for students to develop mastery of the content and ensure that all student expectations reasonably can be taught within the amount of time typically allotted for the subject or course prior to the end of the school year or a state end-of-course assessment required by TEC, §39.023, as applicable. • Leave any and all official documents with TEA staff.	See Work Group Build Process

Step	Steps in Approved Process	Administrative Procedures
13A		TEA posts list of work group members including SBOE district and organization represented.
13B		TEA coordinates work group member hotel accommodations, travel, and meeting space.
13C		TEA creates work group participant confirmation and availability survey.
13D		TEA invites potential work group members and surveys availability of members.
13E		TEA invites alternate work group members, if needed.
13F		TEA prepares resources and pre-work materials for work group members.

TEA convenes work groups to develop recommendations

Step	Steps in Approved Process	Administrative Procedures
14	Work Group A members view introductory organizational webinar and review survey feedback.	
15	Work group members meet face-to-face for one and a half day meeting.	
16	Work group members participate in webinar(s) to complete charge (if needed).	
17	TEA posts work products on the website.	
18	TEA provides updates to stakeholders.	
19	TEA collects public feedback and comments regarding the drafts.	
20	TEA determines charge for next work group.	
21	TEA builds reconstituted work group from pool of **SBOE-approved** applicants.	
22	TEA convenes reconstituted work groups after each charge is completed. To the extent possible, each work group includes a combination of new members and returning members.	
22A		Work groups are convened to complete their charge.
22B		Work groups are asked to complete quality rubric on their draft student expectations (SEs). When draft recommendations are complete, work groups are asked to complete breakouts of all SEs.
22C		TEA completes quality rubrics and initial review of recommendations.
22D		TEA coordinates with Accounting team to close out work group members' reimbursements.
22E		TEA Curriculum staff posts draft recommendations to website and sends content-area newsletter announcing availability of draft recommendations. TEA sends draft recommendations to SBOE before posting and announcing.

TEA collects feedback on revisions		
Step	**Steps in Approved Process**	**Administrative Procedures**
23	ESCs coordinate and collect regional feedback on draft TEKS.	
23A		TEA Curriculum staff develops ESC protocol for collection of educator feedback through focus groups in each ESC region. Collection of feedback is through group sessions as well as survey data. Survey is submitted to board chair for review and approval.
23B		TEA staff conducts meeting with ESCs to review survey and focus group protocol.
24	Content advisors review drafts, feedback, and ESC feedback and make recommendations to the SBOE regarding additional work to be completed.	
24A		TEA posts content advisor feedback to the TEA website.
25	TEA confirms that standards may be assessed as written (when applicable).	
25A		TEA reviews draft recommendations and provides feedback on the clarity and coherence of drafts.

SBOE discusses draft recommendations		
Step	**Steps in Approved Process**	**Administrative Procedures**
26	SBOE conducts a public hearing and discussion on the draft recommendations. Content advisors will be asked to attend the SBOE meeting, provide invited testimony, and answer questions. Work group members may be asked to attend the meeting. In general, work group representatives have been asked to provide invited testimony at discussion.	
26A		TEA coordinates travel accommodations for content advisors and work group members (if applicable).
26B		SBOE may provide additional direction to work groups. TEA staff members take detailed notes on feedback/direction SBOE members provide during the meeting. Instructions to work group members are reflected in the minutes.
27	TEA builds and names final work group to be comprised of members from previous work groups.	

Work group finalizes recommendations		
Step	**Steps in Approved Process**	**Administrative Procedures**
28	Work group members meet face-to-face for at least one and a half day meeting to finalize recommendations.	TEA provides content advisor feedback, the minutes of the SBOE meeting, and ESC feedback to work group members and instructs them to watch the webcast of the SBOE meeting where TEKS revisions were discussed.
29	Work group members participate in webinar(s) to complete charge (if needed).	
29A		TEA Curriculum staff sends final recommendations to SBOE and content advisors. TEA sends guiding questions to content advisors to assist in completion of review of final recommendations.
30	TEA posts work products on the website.	TEA posts final recommendations to website and distributes content-area newsletter announcing availability of final recommendations.
31	Content advisors review drafts, feedback, and focus group data and make recommendations in consultation with work group representatives as necessary.	Once complete, TEA sends content advisor feedback to SBOE and then posts to website.

SBOE first reading		
Step	**Steps in Approved Process**	**Administrative Procedures**
32	SBOE holds its second public hearing and considers proposed revisions for first reading and filing authorization. Content advisors are asked to attend the SBOE meeting, provide invited testimony, and answer questions. TEA staff notify work group members of upcoming SBOE meeting and send content-area newsletter announcing public hearing and SBOE meeting.	
32A		TEA staff may share recommendations for technical edits and amendments to ensure clarity and coherence of TEKS. Staff shares recommendations with board chair to determine whether to share recommendations with SBOE.
32B		SBOE members may amend final recommendations from work groups.
33	Official 30-day public comment period	
33A		TEA staff sends content-area newsletter announcing public comment period.
33B		TEA staff summarize comments received and send weekly summary of comments to SBOE members and content advisors.
34	Content advisors review public comments and make recommendations to SBOE.	
34A		TEA convenes content advisors for virtual meeting to review public comments and develop recommendations which are sent to **SBOE.**

SBOE second reading and final adoption		
Step	**Steps in Approved Process**	**Administrative Procedures**
35	**SBOE members** share proposed amendments with one another prior to second reading and final amendments.	
36	**SBOE** considers proposed revisions to TEKS for second reading and final adoption. Content advisors will be asked to attend the SBOE meeting, provide invited testimony, and answer questions.	
36A		TEA staff may share recommendations for technical edits and amendments to ensure clarity and coherence of TEKS. Staff shares recommended edits with board chair to determine whether to share recommendations with **SBOE**.
37	A member wishing to amend the proposed TEKS being considered for second reading and final amendment must submit the amendment in writing to staff no later than 5:00 p.m. on the day prior to consideration of the TEKS for second reading and final amendment. All proposed amendments shall be made available to the public to the extent possible.	SBOE members may make additional amendments.
37A		TEA posts proposed amendments to the website the day prior to consideration of the TEKS for second reading and final adoption.
38	The **SBOE** must specify an implementation date. The implementation date may not occur prior to a legislative appropriation for related instructional materials having been deemed sufficient by the Commissioner of Education.	
39	TEA staff makes technical edits and identify any areas in need of final adjustment and presents to **SBOE** at meeting.	
40	**SBOE** final adoption	
40A		TEA staff completes the summary of comments and responses and works with rulemaking staff to finalize rule text for filing with the Texas Register.
40B		TEA staff posts final rule text on TEA website.