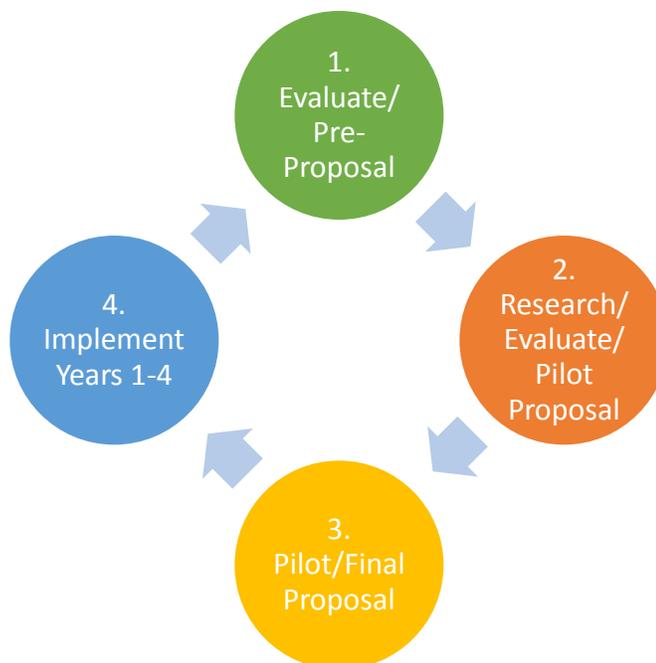


## A. Curriculum Review Cycle

### VCS Curriculum Review Cycle



1. **Evaluate/Pre-Proposal** – In this stage of the Curriculum Review Cycle, department teams will conduct a formal evaluation of current instructional practices using the MDE Program Evaluation Tool. If results of the evaluation meet or exceed desired outcomes, department teams may choose to continue with existing practices. If the results of the evaluation do not meet desired outcomes, department teams will begin the pre-proposal process using the *Pre-Proposal Initiation* template (see *VCS General Guidelines for Program Review and Proposal Development* in the Curriculum Development section of the Appendices).
2. **Research/Evaluate/Pilot Proposal** – In this stage of the Curriculum Review Cycle, department teams will formally research and evaluate potential changes in courses and/or instructional resources. When considering a change in instructional resources, a formal evaluation process must be used that ensures potential resources meet a minimal set of criteria including alignment with state standards and established shifts in practice such as the Instructional Materials Evaluation Tool (IMET) from Achieve the Core. Additional department specific criteria may be used to supplement the criteria in the published evaluation tool. At the conclusion of the evaluation process, department teams will develop a pilot proposal per the *VCS General Guidelines for Program Review and Proposal Development* (see the Curriculum Development section of the Appendix).
3. **Pilot/Final Proposal** – In this stage of the Curriculum Review Cycle, department teams will implement the Pilot Proposal and conduct a final evaluation and the conclusion of the pilot. If the results of the evaluation meet or exceed desired

outcomes, the department team will submit a Final Proposal per the *VCS General Guidelines for Program Review and Proposal Development* (see the Curriculum Development section of the Appendix). If the results of the evaluation do not meet desired outcomes, the department will return to stage 2.

4. **Implementation, Years 1-4** – For a minimum of four years following Board of Education approval of the Final Proposal, the department team will implement with fidelity the revised changes in course(s) and/or instructional resources. Professional development ongoing support including acquisition of required instructional resources, and ongoing monitoring of implementation and effectiveness will be provided.

For a detailed outline of the VCS Curriculum Review Cycle by year and by department, see the Curriculum Development section of the Appendix.