

Protocol 1

Developing Reporting Standards

PURPOSE

To distill the national or state and local standards in a content area to reporting standards that will represent the integrity of a content area.

TIME

3–4.5 hours

ROLES

Facilitator, timekeeper, notetaker

PROCESS

- A. Review the Proficiency-Based Learning Simplified graphic. The facilitator guides the group through the levels of the pyramid. The group discusses the degree to which each level impacts classroom practice and reporting measures. The facilitator reminds the group that the focus for this session is at the “reporting standard” level. (15 min.)
- B. Review the Design Criteria Chart independently and then discuss as a group. (15 min)
- C. Review national or state standards in a specific content area. If desired, review sample reporting standards at this time also. Reviewers should circle, mark, or connect standards that they believe fit the criteria of a reporting standard. It is appropriate to consider combining statements, creating statements from headings, or making slight revisions to existing statements to clarify the local reporting standard. (60 min.)
- D. Share the identified standards in round-robin fashion until all possible reporting standards have been stated. Write the proposed standards on chart paper or within a shared online document. (10–15 min.)
- E. Discuss as a group any overlapping standards. Refer to the Design Criteria Chart as needed. (30–60 min.)
 - Are any of the standards too narrow or too broad to be reporting standards?
 - Are there any standards that could be combined without losing their meaning?
 - Do the proposed reporting standards remain aligned to the relevant national or state standards?
- F. Use the Design Criteria Chart to discuss as a group any standards that do not meet more than one of the criteria for reporting standards. Eliminations from the list should be discussed and considered collectively. (30-60 min)
- G. Review the proposed reporting standards, and discuss any concerns or questions. (20–30 min.)
- H. Debrief the process. What worked well? What could we improve on for next time? (5 min.)
- I. Next steps in the process: Small groups identify performance indicators associated with each reporting standard, and align assessments to performance indicators and/or reporting standards.

