

Great Start Readiness Program: Curriculum Approval Process Overview

Michigan Department of Education
Office of Great Start
September 26, 2018



Agenda

- Background
- Key tasks, deadlines, and materials
- Submission process
- Review and approval
- Appeals process
- Question and answer



Background



Program Overview

- The Great Start Readiness Program (GSRP) is Michigan's high-quality, state-funded preschool program serving low-income four-year-olds
- The GSRP is implemented by:
 - Intermediate school districts
 - School districts, including local education agencies and public-school academies
 - Community-based organizations



Program Approach

- Comprehensive, child-focused, constructivist curriculum model
- Balance of child-initiated activities and adult-guided active learning
- Teaching teams interact with children to build on their understanding and enhance learning
- Play and peer-to-peer interaction are vital
- Curricula must align with Michigan's high standards for quality



Assessing Alignment

- The state does not identify one best curriculum model
- Michigan uses a rubric to assess a curriculum's alignment with five major areas:
 - Valid research
 - Evaluation results
 - Professional development
 - Developmental appropriateness
 - Alignment with state standards



Role of the Michigan Department of Education

- The Michigan Department of Education (MDE) has important oversight authority of the GSRP and is administering the curriculum approval process, which includes:
 - Designing the process with feedback from the field
 - Updating the curriculum rubric based on best practices
 - Partnering with Public Sector Consultants (PSC) to facilitate the process and provide administrative support
 - Publishing the list of approved curricula



Role of Public Sector Consultants

- Public Sector Consultants (PSC) is facilitating the process and providing administrative support, including:
 - Receiving and processing materials from vendors
 - Convening and facilitating the review and approval process
 - Providing administrative support to the MDE
- Vendors may receive communication from Ben Fulton or Michelle Richard throughout this process



Key Tasks, Deadlines, and Materials



Notes

- The MDE accepts, reviews, and approves GSRP curricula every other year
- Only curriculum vendors are eligible to submit a curriculum for approval



Key Tasks and Deadlines

Submission

What	Who	When
Submit intent to submit form	Vendor	October 5, 2018
Recruit and train new members for the curriculum review committee-CRC	MDE	October 17, 2018
Submit curriculum materials for review	Vendor	October 23, 2018



Key Tasks and Deadlines

Review

What	Who	When
Initial screening and request for any missing items	MDE/Vendor	October 30, 2018
Submit any missing materials identified during initial screening	Vendor	November 9, 2018
Distribute curriculum review materials to CRC members	MDE	November 14, 2018
Meet to review recommendations and develop consensus scores	CRC	January 9, 2019



Key Tasks and Deadlines

Approval and Appeal

What	Who	When
Inform vendors of decision	MDE	January 14, 2019
Submit intent to appeal form, if applicable	Vendor	January 21, 2019
Publish initial list of approved curricula	MDE	January 22, 2019
Submit appeal, if applicable	Vendor	February 13, 2019
Review, decide on appeal, inform vendor	CRC	March 15, 2019
Publish final list approved curricula	MDE	March 18, 2019
Return materials to vendors, as needed	MDE	N/A



Important Documents

- [GSRP curriculum approval process documents](https://www.michigan.gov/mde/0,4615,7-140-63533_50451---,00.html) are available on the MDE website (https://www.michigan.gov/mde/0,4615,7-140-63533_50451---,00.html)
- Background documents:
 - Memo from Scott Koenigsknecht, deputy superintendent
 - Curriculum approval process overview
 - Curriculum model evaluation criteria
 - Report on enhancements to the process based on stakeholder feedback
- Forms:
 - Intent to submit
 - Rubric for curriculum model evaluation
 - Application checklist for submission



Submission Process



Step 1: Complete the Intent to Submit Form

- Vendors should signal their interest in submitting a curriculum for approval by completing the intent to submit form and sending it to MDE via email
- This step helps the MDE determine how many requests will be submitted and ensures that reviewers are prepared for the volume of requests



Sample Intent to Submit Form

- Email the completed form to: lowerr@michigan.gov
- New deadline: October 5, 2018

The form is titled "Great Start Readiness Program (GSRP) Curriculum Approval Process Intent to Submit" and is dated September 2018. It is provided by the Michigan Department of Education. The form contains several sections with shaded boxes for input:

- Preschool Curriculum Model**
 - title:
 - edition:
 - author:
 - copyright:
- Company**
 - Name of Company:
 - Name of Contact:
 - Title of Contact:
 - mail:
 - Company's Federal Employer Identification Number:
 - mailing Address:
 - phone:

At the bottom, there is a disclaimer: "This document represents an intention to submit only and in no way obligates this company to participate in this prekindergarten curriculum approval process." Below the disclaimer are two shaded boxes for a signature and date.



Step 2: Submit Required Materials

- Vendors must mail **four** full sets of curriculum materials to:
 - Ben Fulton
C/O Public Sector Consultants
230 N. Washington Square, Ste. 300
Lansing, MI 48933
- The department created a checklist and posted it on the GSRP website to help ensure vendors submit the correct materials
- PSC, on behalf of MDE, will review submissions to ensure that all materials and completed forms are included

The screenshot shows a checklist form from the Michigan Department of Education. At the top left is the Michigan Department of Education logo, and at the top right is the Great Start Readiness Program logo. The title of the form is "Great Start Readiness Program (GSRP) Curriculum Approval Process Application Checklist for Submission of Preschool Curriculum", dated September 2018. The form includes several sections with input fields: "Curriculum:", "Vendor:", "Contact name:", "Contact email:", and "Date of submission:". Below these is a "Review for:" section with two checkboxes: "Statewide approval for use in Great Start Readiness Program classrooms" and "Pilot approval for limited use in three-year pilot". The "Please check all that are included:" section has four checkboxes: "Four copies of the curriculum", "Four sets of supporting materials needed to carry out the curriculum, such as books, props, activity cards, etc.", "Great Start Readiness Program Preschool Curriculum Model Evaluation Rubric", and "Prepaid shipping labels if vendor desires materials to be returned. The Michigan Department of Education will keep one full set of materials for any curriculum approved for statewide use or piloting".

Step 2: Submit Required Materials (Cont.)

- The vendor must also complete the curriculum alignment rubric to explain how it meets Michigan's requirements
- Email completed form to:
bfulton@publicsectorconsultants.com

MICHIGAN Department of Education 

Great Start Readiness Program (GSRP)
Preschool Curriculum Model Evaluation Rubric

September 2018

Title of Curriculum Model:

Author of Curriculum Model:

Publisher of Curriculum Model:

Copyright Date:

Revision Date and Edition, If Applicable:

MICHIGAN Department of Education 

Instructions

In the right-hand column, curriculum vendors must list the specific locations of content within their product. The left-hand column shows the criteria with which the content items must align.

I. Valid Research

A. The curriculum model is grounded in a theoretical framework.

A-1. The curriculum model is based on theory and a knowledge base that reflects a philosophical orientation.	Curriculum Source: Report Specific Location of Content Within Product
7 —A clear, detailed description of how the curriculum model is grounded in theory is present in all written materials.	
5 —A clear description of how the curriculum model is grounded in theory is present.	
3 —A statement that the curriculum model is based on theory is present, but no further information is given.	
1 —Theory is not addressed in the curriculum model.	
INP —Information not provided.	



Review and Approval



Curriculum Review Committee

- The Curriculum Review Committee (CRC) will review and score proposals and is responsible for ensuring a fair and thorough review
- This committee includes a range of early childhood experts representing diverse perspectives
- Members include:
 - GSRP providers
 - Early learning and education experts
 - Higher education professionals
 - K–3 educators
 - MDE staff



CRC: Charge

- The CRC's charge is to review, score, and approve GSRP curricula using the Preschool Curriculum Model Evaluation Rubric to assess a curriculum's alignment with the five major elements of effective and quality curriculum design:
 - Valid research
 - Evaluation results
 - Professional development
 - Developmental appropriateness
 - Alignment with state standards



CRC: Member Selection

- The MDE is committed to identifying highly qualified individuals to serve on the CRC. The MDE will receive recommendations for CRC members, and individuals can submit themselves or recommend a colleague.
- Individuals must:
 - Demonstrate they represent one or more of the perspectives above
 - Demonstrate a strong background in early learning and development
 - Commit to three years of service to the CRC
 - Complete a conflict of interest form
- The deputy superintendent of P–20 systems and student transitions will then appoint members from this pool of candidates to represent each perspective



Preschool Curriculum Model Evaluation Rubric

Valid Research

Evaluation
Results

Professional
Development

Developmental
Appropriateness

Alignment with
State Standards



Preschool Curriculum Model Evaluation Rubric (Cont. 2)

- Valid research:
 - Criteria assess the curriculum's grounding in theory and support from research
- Evaluation results:
 - Criteria assess the curriculum's demonstration of positive effect on key learning and development outcomes in validated studies
- Professional development:
 - Criteria assess the curriculum's inclusion of a significant and high-quality professional development approach



Preschool Curriculum Model Evaluation Rubric (Cont. 3)

- Developmental appropriateness:
 - Criteria assess the degree to which the child assessment, curriculum content, and the promotion of family/school partnerships are developmentally appropriate and in alignment with Michigan’s Early Childhood Standards of Quality—
Prekindergarten (ECSQ-PK) standards
- Alignment with state standards:
 - Criteria assess the degree to which the curriculum content aligns with the ECSQ-PK and the General Education Leadership Network’s Essential Instructional Practices in Early Literacy—
Pre-K



Preschool Curriculum Model Evaluation Rubric: Example



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Review Process

- Each curriculum proposal will be assigned to three members of the CRC who will independently evaluate and score it based on its ability to meet or exceed the criteria
- An average score is then calculated and a recommendation is made to the full CRC
- If there is a disagreement on scoring between the original three reviewers that will lead to a curriculum being approved or denied, those issues will be brought to the full CRC for consideration



Standards for Approval

- For a curriculum to be fully approved for statewide use, it must receive scores of:
 - Five or higher in each of the five major areas
 - Five or higher in all criteria related to alignment with the ECSQ-PK
 - Three or higher in all non-ECSQ-PK criteria



Standards for Approval (Cont.)

- For a curriculum to be approved for a pilot, it must:
 - Meet all requirements related to valid research, professional development, developmental appropriateness, and alignment to state standard categories
 - Receive a three or below in evaluation results



Decisions—Approved

- Approved—Statewide
 - The curriculum meets all standards for approval and is approved for use statewide
- Approved—Pilot
 - Vendors whose proposals are approved for a pilot will also receive additional requirements from the MDE for a pilot



Decisions—Denied

- Denied
 - The curriculum does not meet the criteria for approval
 - Vendors may appeal this decision
 - Vendors may resubmit curricula for consideration in the next review cycle along with documentation that the program has been changed or updated to address the previously identified gaps



Communication with Vendors

- After the CRC makes its decisions, the MDE will share the decision and consensus scoring rubrics with vendors by email



Appeals Process



Appeals

- The MDE is committed to identifying high-quality, aligned curricula for use in GSRP classrooms
- If a vendor feels the CRC's decision did not accurately reflect their materials submitted originally, a vendor may submit an appeal to the CRC



Appeals Process—Step 1

- **Step 1—Intent to submit:** Within seven days of decision notification, the vendor must submit an intent to appeal letter



Appeals Process—Step 2

- **Step 2—Appeal letter:** Within 30 calendar days of decision notification, the vendor must submit a second letter that includes the following elements:
 - The criteria/subcriteria the vendor believes were not scored correctly
 - The documentation in their original proposal that substantiates their claim—no new information may be submitted for an appeal
 - A description of how a change in scoring could result in the curriculum reaching the threshold for approval
- These documents must be submitted to [Richard Lower](#) at lowerr@michigan.gov, director for preschool and out-of-school time learning



Appeals Process: Review Process

- The MDE will review each appeal request to determine eligibility
- CRC members will then review the disputed section or sections and develop a revised consensus score
- A revised decision will be shared with the MDE who will then communicate with the vendor
- After an appeal, the CRC's decision is final
- Curriculum may be resubmitted for consideration in the next curriculum review cycle along with documentation that the program has been changed or updated to address the previously identified gaps



Approved Curricula and Future Updates



Approved Curricula and Future Updates

- A final list of approved curricula will be posted on or before April 1
- All GSRP providers must use a curriculum from this list during the following school year
- This curriculum approval process will be reviewed and updated, as needed



Question and Answer



Questions?

Please send questions about these materials to [Pat Sargent](mailto:sargentp@michigan.gov), GSRP manager, sargentp@michigan.gov