

April 2014
Process for Review and Revision of Texas Essential Knowledge and Skills (TEKS)

Step	Activity
1	Texas Education Agency (TEA) staff notifies public of review process via ListServes and presentations including deadline for applications to serve on TEKS review committees. TEA contacts organizations such as the Texas Association of School Boards (TASB) for assistance in providing information to non-educators.
2	State Board of Education (SBOE) members make SBOE TEKS review committee nominations to include educators, parents, business and industry leaders, and employers. [TEC §28.002(c)] The role of committees is to aid the SBOE in meeting their statutory requirements.
3	TEA notifies SBOE members of the placement of nominees on a TEKS review committee and notifies TEKS review committee members of their appointment. There will be representation from all board members.
4	SBOE may designate up to seven expert reviewers. A board member may not nominate more than one expert. To be designated, the expert must be qualified to be on the panel. To be qualified, the expert 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. If qualified, and such expert is nominated by two or more board members, the expert shall be placed on the expert review panel. The board office shall transmit the nominations and any supporting materials to all board members as soon as possible.
5	TEA sends current TEKS to expert reviewers for initial feedback and recommendations.
6	The SBOE provides the charge to the TEKS review committees based on expert recommendations to: <ul style="list-style-type: none"> - use the current TEKS as the foundation document; - consider the general course of study, not what might be covered in an Advanced Placement course; - consider College and Career Readiness Standards (CCRS) when revising the TEKS; - ensure revisions are in compliance with all related statutes; - provide justification for all suggested revisions; - track all revisions to show what has been changed; - ensure that the student expectations are content driven; and - 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. Any and all documents must be left with TEA staff.
7	TEKS review committee members work face-to-face (which is the preferred method of meeting) or by videoconference if face-to-face is not possible. TEA staff, with direction from the SBOE, determines the number of work days needed for 1) review and revision of the TEKS, 2) ensuring vertical alignment of the TEKS across all K-12 grade levels, and 3) horizontal alignment of the TEKS under review with related TEKS previously adopted or under review. Work completed at the conclusion of each meeting will automatically be sent to SBOE members.
8	TEA staff prepares draft documents that reflect TEKS review committee recommendations to be posted online for informal feedback.
9	Experts review proposed revisions to TEKS and provide feedback and recommendations.
10	Experts and one representative from each TEKS review committee provide invited testimony regarding first draft recommendations at the SBOE meeting prior to the meeting at which SBOE discussion of the TEKS occurs. SBOE members provide additional guidance and direction to committees before they prepare final recommendations at the final TEKS review committee meeting.
11	TEA staff receives and compiles informal feedback.
12	TEA staff sends compiled informal feedback and expert recommendations to SBOE members.
13	TEKS review committees reconvene to make additional revisions to TEKS based on expert recommendations and informal feedback. Experts may be invited to this meeting.
14	Final recommendations for revisions to the TEKS are sent to experts for review, posted on the TEA website, and provided to the SBOE. Experts review final draft recommendations and provide specific recommendations for additional changes to specific student expectations.
15	SBOE discusses comments received from TEKS review committee members, and expert reviewers and directs TEA staff to prepare draft rule text with any requested revisions/edits.
16	SBOE holds a public hearing and completes first reading and filing authorization. (for 30 day official public comment period – Texas Register).
17	SBOE holds second public hearing prior to the end of the 30 day public comment period.
18	TEA summarizes public comments and provides summaries to the SBOE prior to the second reading and final adoption.
19	SBOE members review comments and work on proposed amendments.
20	SBOE members share proposed amendments with one another prior to second reading and adoption.
21	A member wishing to amend any TEKS being considered for second reading and final adoption shall submit the amendment in writing to the staff no later than 5:00 p.m. or two hours following adjournment of the Committee of the Full Board, whichever is later, on the day prior to the amendment being considered by the board in accordance with rules adopted by the board relating to the TEKS adoption process. All amendments shall be made available to the public to the extent possible. This rule may be suspended by a 2/3 vote of the members of the board present and voting, with the motion to suspend being debatable.
22	SBOE discusses and completes second reading and adoption of the TEKS with a specified implementation date. The implementation date may not occur prior to a legislative appropriation for such instructional materials having been deemed sufficient by the Commissioner.

* Updates are provided throughout this process to the SBOE as appropriate and/or upon request by the Chair.

As amended by the State Board of Education, April 18, 2014