

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION

**NORTH CAROLINA CHILD CARE COMMISSION**

**Curriculum Review Committee**

**Monday, March 16, 2015**

Nature Research Center  
William G. Ross Conference Center, 4<sup>th</sup> Floor  
121 W. Jones Street  
Raleigh, NC 27603

Commission Members Present

**Glenda Weinert, Chairperson**

**Elizabeth Gilleland**

**Kay Lowrance**

Division of Child Development & Early Education Staff Present

**Rachel Kaplan, NC Pre-K**

**Lorie Pugh, Regulatory Services**

**Jim Wellons, Attorney**

**Cindy Wheeler, NC Pre-K**

**Meeting called to order at 3:05 p.m.**

**The first item on the agenda is the letter of instruction to the publishers.**

- Chairperson Weinert began by reviewing the revised appeals process document.
- Chairperson Weinert reminded the Committee that the Commission had reduced the number of review criteria from 11 to two. All curricula must be evidence-based and must have a literacy component.
- This group will perform the curriculum review and make a recommendation to the full Commission.

**Letter of instruction to publishers detailing what needs to be submitted:**

- Proof that the curriculum has a literacy component
- Proof that the curriculum is evidence-based
- A narrative description of the curriculum that describes how the criteria are met and that includes:
  - Cross-references to specific pages in the curriculum materials
  - An appendix of cross-referenced materials
- Supplemental materials may be included
- The publishers should flag the pages within the materials that support the narrative.
- Mr. Wellons offered that the appeals process should be described as a new review.
- The publishers must submit all of the books in their curriculum, except when told otherwise.
- Chairperson Weinert stated that the letter of instruction to the publishers should include explicit instructions to please cross-reference and highlight documentation in the curricula.

- Chairperson Weinert clarified that the letter should instruct the publishers to submit their materials to the same DCDEE address as before.
- Mr. Wellons suggested that the publishers be instructed to submit any marketing materials that illustrate the use of their materials.
- Chairperson Weinert asked Ms. Lorie Pugh to revise the letter to the publishers to incorporate the foregoing suggestions and to send the revised letter to the committee members for their further review.

The next item for discussion was a set of questions received by the Division from The Learning Experience and Ms. Laura Hewitt's proposed answers to those questions. A copy of the questions and the draft responses are attached to these minutes and are incorporated herein by reference.

- Ms. Pugh referred to Question 5 inquiring about the 11 criteria, and the committee agreed that the answer should be "no" and explained that there are only two criteria now on which the curricula will be evaluated—literacy component and evidence-based.
- Mr. Wellons referred to Question 10 as to whether non-proprietary items are considered supplemental. He stated that these material are not supplemental and need to be included as part of the review process. If a curriculum uses a non-proprietary assessment tool, it should still be considered part of the curriculum to be evaluated; it does not matter who owns the assessment tool; it matters that they use it. Non-proprietary items should be submitted and included in the evaluation and the response to the question should remove the phrase "it just will not count when the curriculum is assessed".
- Ms. Gilleland asked whether the responses to the questions should be from Ms. Hewitt or the committee. The committee members agreed that it is fine that the responses come from Laura.
- Chairperson Weinert asked the question as to whether there is any way expedite this process.
- Mr. Wellons suggested that the committee should ask for the materials to be sent in for review and should reserve the right to request an in-person presentation, but they also reserve the right to wave it. This will expedite the process if the in-person presentation is waved.
- Ms. Lowrance expressed concern that the other 9 criteria should still be submitted; Chairperson Weinert agreed that they would still be submitted but the curricula would only be evaluated on the basis of the two criteria of literacy component and evidence-based.

#### **Next Steps:**

- Chairperson Weinert asked that as soon as the letter of instruction to publishers is revised to please send it to herself, Ms. Lowrance, and Ms. Gilleland and copy Mr. Wellons. Then they will allow for the 120 days for the publishers to resubmit and review the materials.

#### **Question from Learning Experience audience member:**

- She asked Chairperson Weinert: if the publisher were to submit the necessary materials early, could that expedite the process? Chairperson Weinert stated that the review process will begin immediately upon receiving the materials.

#### **Discussion of Foundations letter:**

- March 26, 2015 is the deadline for submitting the letter to the state legislature.

- Chairperson Weinert asked Ms. Janice Fain to make the discussed edits to the letter and to send the revised letter to herself, Ms. Lowrance, Ms. Gilleland, and Mr. Wellons for review.
- Chairperson Weinert will disseminate the letter both electronically and in hard copy form to the appropriate people.
- Mr. Wellons recommended including an electronic copy of *North Carolina Foundations for Early Learning and Development* with the letter.

**Meeting Adjourned: 4:05 p.m.**

**Email Questions from The Learning Experience and potential Responses:**

**Question #1:** Is there a specific area that North Carolina expects to see “Evidence based “ material in a curriculum?

**Response #1:** Typically we see in the first chapter of curriculum books information about how a curriculum is evidenced-based. Use the criteria page of the attached document for information on what to include.

**Question #2:** Does the curriculum approval include summer months?

**Response #2:** Each curriculum is different. The Review Committee has approved a curriculum that only provided materials for the typical “school” year August – May. It will be sufficient to provide a sampling of the materials. For example, a sample might include two months of curriculum if you offer monthly themes. You will receive instructions on how much curricula to submit in your letter with instructions on what to submit.

**Question #3:** How should digital pieces, such as Interactive Smart Board material be presented, as well as on-line trainings? Are hard copy materials/documentation sufficient?

**Response #3:** Hard copies of materials are preferred. You do not have to submit the Smart Board materials if the curriculum references the Smart Board. Please provide access codes to online trainings that specifically apply to the criteria only if the criteria is not met in the curriculum itself.

**Question #4:** In regards to the Physical Environment, how much detail is required and where is the best location to present the information – monthly teacher manual or overall curriculum guide?

**Answer #4:** We typically found this information in the Overall Curriculum Guide; however it can be in the monthly teacher manual.

**Question #5:** Are the 11 criteria expected to be the only tool used to evaluate curriculum submission?

**Answer #5:** Yes.

**Questions Re: Supplemental Material:**

**Question #6:** Is a Proprietary Lesson Plan book considered supplemental?

**Answer #6:** No. That is part of the curriculum itself.

**Question #7:** Is the TLE® Enrichment program (materials in addition to the regular curriculum) considered to be “Supplemental” for submission purposes?

**Answer #7:** If it comes with the curriculum when a program receives the curriculum materials, it can be counted as part of the curriculum itself and not be considered supplemental.

**Question #8:** Is a program (Fun With Phonics) considered supplemental if written and developed (proprietary) by TLE®?

**Answer #8:** If it comes with the curriculum when a program receives the curriculum materials, it can be counted as part of the curriculum itself and not be considered supplemental.

**Question #9:** Is a Curriculum Guide considered supplemental? Does North Carolina view an Implementation Guide as different than a Curriculum Guide?

**Answer #9:** The Curriculum Guide and the Implementation Guide can both be counted as part of the curriculum and not supplemental as long as both are given to a program when they order the Learning Experience Curriculum.

**Question #10:** Are non-proprietary items included as part of the approval process or as supplemental? (TLE® has a non-proprietary assessment tool that we utilize.)

**Answer #10:** We are not accepting non-proprietary supplemental materials to review. As long as your curriculum talks about planning based on children's interests, needs and abilities using a formative assessment process, it will likely be okay that the assessment tool is not counted. You are welcome to submit the tool for the committee to refer to, it just will not count when the curriculum is assessed.