**Aug 2013 Checklist for Curriculum Development**

Curriculum development is an on-going process. This list provides a description of the elements of instruction and allows for review of each course.

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|  | Details | How complete? / Comments |
| **CPP Matrix**   * complete for each course | See Matrix review for details | Definite progress made during curriculum week—review the unit description and add brief descriptions (via bullet points) |
| **Assessments**   * common summative assessment for each unit * assessments aligned with standards   unit objectives  State, local external exams   * common scoring guide created for each common assessment | \*Common means identical  \*How does the assessment measure student performance against unit objectives and standards? How does it prepare students for end-of-year assessment?  \*Scoring guide should include details—acceptable answers, partial credit, severity of wrong answers and errors, etc. | Summative assessments are listed and common among buildings   * review scoring—is a common scoring guide used * update the resource folder—send me a clear path (por favor!) * common scoring agreements, guides, rules and the like should be contained in that resource folder |
| **Formative assessment**   * minimum of 1 common formative activity/assessment for each unit * each formative assessment aligns with the summative assessment for the unit | \*Formative assessment provides students with feedback so they may improve performance  \*How does the formative prepare students for the summative assessment? | **Shift in formative assessments**—need to be skill-focused and allow for feedback as opposed to performance indicators (that means no grades…)  Look how the formative coincides with the summative—while some are definite building blocks (unit 1) some others might not specifically relate or are too vague to show link (unit 5) |
| **Resources**   * create a “bank” of resources for each unit * activities must be aligned with the required assessments (exams, MYP tasks, etc.). | \*Determine how to “share”—discuss whether they need to be done simultaneously, where they are located, “rules” for modifying, sharing of materials | Create a resource folder for shared documents and scoring guides.  Discuss what is to be shared with invested parties (students, parents, colleagues)  Create a bank of activities—aligned with standards and course aims/objectives  Review and implement teaching protocols  <http://cppcurriculum.weebly.com> |
| **Grading**   * Are MP grades for the course comprised of the same elements no matter who the teacher is? * How well do MP grades reflect student achievement on external exams? | See Matrix review for details | Is this done? It wasn’t clear from your July exit survey  Consider how each teacher issues grades… is it a percentage based system or a points based system?  What works the best for your course and its individual demands?  Are the grades an accurate testament to what the final average/final exam will show?  Agree on percentages/points for overall averages (tests 50%, homework/classwork 50%...start from there and discuss how the grades should fall). |
| **Unit Plans** |  | Snazzy electronic version is on its way! Unit Plan creation/revision will continue when new planner is available |
| Revision of matrices/common assessments/resources/units |  | This is where our eventual “To Do” list will reside—consider that the matrix and unit planners are fluid documents; once the year is complete you can individually reflect (or reflect together) and revise. |