

Curriculum Leadership Institute E-Hint

Agenda Format for a Curriculum Coordinating Council

CLI recommends that a Curriculum Coordinating Council (CCC) operate according to a board-approved Curriculum Policy. These policy statements do not vary a great deal from district to district in establishing the purpose and responsibilities of a CCC. However, in our experience with school districts all over the United States, we have found that CCC *meetings* can vary a great deal – in length and in the way the meetings proceed. It is clear that the more effective CCCs have good agenda formats. That kind of format takes into account all necessary “standing” agenda items as well as items related to concerns and feedback. The following agenda format is a good one to examine, and to modify as your policy, time allowed, and routine dictate. Specific notes about each agenda item shown on this sample are provided on page two.

CCC Agenda

1. Welcome and Call to Order
Approval of Minutes
2. Subject Area Committee (SAC) Reports
 - Math
 - Reading
 - Language Arts
 - Science
 - Social Studies
 - Career-Technical Education
 - Guidance
 - Fine Arts
 - PE
 - Health
 - Foreign Language
3. Staff Development
4. Building/Site Council Reports
5. Board of Education Report
6. Communication to/from community
7. Goals/Current Initiatives
8. Prepare Next Meeting Agenda

AGENDA FORMAT FOR A CURRICULUM COORDINATING COUNCIL

Notes on each item:

SAC Reports – each subject should be listed and reported on the agenda in the same order and with the same “title” as is shown on your Long Range Plan. (SACs that are inactive for a year or two on the Long Range Plan may be noted as such, i.e. Math – inactive.) SAC reports should be presented by the SAC Chairperson or another SAC representative, preferably in writing as well as verbally. Do not be surprised if some CCC meetings end up being used *only* for SAC reports, depending on the issues involved.

- Math
- Reading
- Language Arts
- Science
- Social Studies
- Career-Technical Education
- Guidance
- Fine Arts
- PE
- Health
- Foreign Language

Staff Development – this agenda item is used for communication to/from a separate Professional Development Committee OR for the work the CCC must do in this area, depending on how policy is written and the amount of time you have.

Building/Site Council Reports – this item is for reports from each building (or from a principal’s representative who can report about each building) on building-level actions and concerns regarding the subjects being written, implemented, or tested. It is important for each building principal and their staff (or the Council as a whole) to establish how this communication is taking place each month. For example, does the communication happen at faculty meetings, grade level meetings, collaboration time? CCC representatives need a consistent, routine way to get information to faculty and to get feedback from them – all of them. (Caution: if only principals are talking during these reports – do teachers have concerns that are not being expressed? Plan for reports from both the principal and a CCC representative.)

Board of Education Report – this is for updates on any initiative or concern from the board that affects the academic program. It is reported by the board representative and/or the superintendent.

Communication to/from community – the CCC should take this time to decide what information needs to go out and how. Community representatives may have feedback at this time that the CCC needs to hear. Move any unexpected items to future agendas if needed.

Goals/Current Initiatives – this item is set aside for the CCC to work on the critical issues set for the current school year. If you find that you never have time to include such an agenda item, you may need to periodically schedule longer meetings. Also, it may be necessary to occasionally move this item to the *beginning* of the agenda for more time. This item could be replaced with an “Old Business, New Business” format.

Prepare Next Meeting Agenda – be sure to leave time at the end of each meeting for the entire CCC to go through the current agenda and see what items need to be added, removed, changed, and/or kept for the following meeting.