

**PROCESS FOR JOINT CURRICULUM REVIEW
CHECKLIST FOR ADVANCED STANDING AGREEMENTS**

PROCESS TASK	CHECK ✓
1. WITC contacts local high school districts to determine courses high schools are interested in reviewing through the joint curriculum review process.	
2. Local high school districts identify courses they are interested in reviewing through the joint curriculum review process.	
3. WITC sends competency review forms to high school instructors.	
4. High school instructors complete competency review form(s) and return with their curriculum and sample assessment(s) to WITC.	
5. High school materials are forwarded to appropriate WITC staff for review to determine if curriculum alignment or advanced standing should be pursued.	
<p>6. When discussion focuses on curriculum alignment, appropriate WITC staff contact high school instructor requesting review to discuss options:</p> <p>a. Revise to align: High school staff may schedule a meeting with appropriate WITC staff to work on aligning curricula by identifying where entry-level competencies are currently taught in 9-12 scope/sequence and to discuss their methods, content, materials, applications/integrations and competency-based learning activities.</p> <p>b. Revise for advanced standing:</p> <ul style="list-style-type: none"> ➤ High school staff may schedule a meeting with appropriate WITC staff to work on aligning curricula by identifying where entry-level competencies are currently taught in 9-12 scope/sequence and to discuss their methods, content, materials, applications/integrations and competency-based learning activities. ➤ When revisions are made for advanced standing, proceed with the process for advanced standing (see next step). <p>c. Curriculum content is not a match. Mutual decision made to not develop an agreement.</p>	
7. When there is potential for advanced standing, WITC staff will develop an agreement based on review of materials submitted and standard criteria.	
8. Letter with advanced standing agreement forwarded to high school contact to secure high school signatures.	

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10. High school develops Career Cluster Pathways for programs indicating how courses approved for advanced standing fit into their district's pathways.	
11. Upon return of signed agreement, WITC provides the following to appropriate high school staff: <ul style="list-style-type: none"> a. Copy of advanced standing agreement. b. WITC Career Cluster Pathway highlighting WITC courses that have been approved for advanced standing in WITC programs. c. Individualized high school brochure reflecting coursework eligible for college credit. 	
11. High school distributes high school brochure to students and publicizes agreement.	
13. High school agreements and Career Cluster Pathways are entered/updated on the WITC Web site at http://www.witc.edu/highschool/advanced.htm	
14. WITC staff to be notified that advanced standing agreements and curriculum maps are available on the WITC Web site at http://www.witc.edu/highschool/advanced.htm	
15. Follow up on joint curriculum review agreement based on: <ul style="list-style-type: none"> a curriculum modifications b agreement timeline 	