

EDUCATION STAKEHOLDER FOCUS GROUPS

[SUBJECT AREAS]

TERMS OF REFERENCE

OVERVIEW – VALIDATION PROCESS AND CONTEXT

The validation process for draft provincial programs of study (curriculum), including subject introductions, scope and sequences, and learning outcomes, in English and French, that are developed in collaboration with Curriculum Working Groups and align with [*The Guiding Framework for the Design and Development of Future Kindergarten to Grade 12 Provincial Curriculum \(Programs of Study\) \(2016\)*](#) will include numerous opportunities for draft programs of study documents to be reviewed as per the timeline below:

- by focus groups of teachers and educators who have in-depth knowledge, experience and education related to curriculum subject areas;
- through field testing activities in schools and classrooms commencing in spring 2018 until 2022;
- by focus groups of stakeholders who have knowledge, experience and education related to curriculum subject areas; and
- through online surveys supported by face-to-face meetings of teachers and educators, stakeholders, and Albertans.

The following Terms of Reference apply to all Education Stakeholder Focus Groups.

FOCUS GROUP PURPOSE

Education Stakeholder Focus Groups will review and provide insights and feedback on draft provincial programs of study – including subject introductions, scope and sequences, and learning outcomes – based on their knowledge, experience and education related to the subject. Information provided by the Focus Groups will be shared with the Curriculum Working Groups to help improve draft provincial programs of study.

OBJECTIVES

To review and provide insights and feedback related to the draft Kindergarten to Grade 12 (K–12) Provincial Curriculum in the six subject areas of Language Arts (English, Français and French), Mathematics, Social Studies, Sciences, Arts (Dance, Drama, Music, Visual Arts), and Wellness Education (Health and Physical Education), High School Life Planning (Career Development and Financial Well-Being), including subject introductions, scope and sequences, and learning outcomes.

The collection of feedback will be supported through an online provincial curriculum survey.

Draft Timeline	
Activities	Dates
K–12 Subject Introductions and Scope and Sequences	May-June 2017
K–4 Learning Outcomes	April-August 2018
5–8 Learning Outcomes	February-August 2019
9–10 Learning Outcomes (3 subjects)	January-August 2020
9–10 and 11– 12 Learning Outcomes (3 subjects)	November 2020-August 2021
11–12 Learning Outcomes (3 subjects)	September 2021-August 2022

FREQUENCY OF MEETINGS AND PROPOSED MEETING DATES

Each working session for the Education Stakeholder Focus Group is scheduled for two to three days. Membership in an Education Stakeholder Focus Group requires a commitment of **2 to 8 days a school year** (September to June) from 2017 to 2022 for face-to-face meetings to review and provide insights on draft provincial curriculum in collaboration with Alberta Education. Meetings will be held in Edmonton.

Please see Appendix A for draft Focus Group meeting dates.

ROLES AND RESPONSIBILITIES

All Education Stakeholder members of the Focus Groups will:

- review and provide insights and feedback on draft subject-specific introductions;
- review and provide insights and feedback on draft subject-specific K–12 scope and sequences;
- review and provide insights and feedback on draft learning outcomes for subject programs of study;
- identify gaps and potential implications of draft programs of study;
- share the perspectives of their organizations;
- attend and participate in all meetings;
- arrive prepared to engage throughout the meetings, including reading preparation materials as required; and
- champion the development work throughout the process.

TERM OF MEMBERSHIP

The Education Stakeholder Focus Groups term of membership extends from May 2017 to August 2022. Timelines will vary depending on the subject and grade grouping.

Should a Focus Group member from an organization be unable to fulfill his or her commitment, Alberta Education will consult with the organization for a member replacement.

CHAIR

Each group will be chaired by the Curriculum Working Group Chairs and/or alternates in collaboration with First Nations, Métis, and Inuit Education Curriculum Branch Director and staff. The Alberta Teachers' Association (ATA) will be vice-chairs of the Education Stakeholder Focus Groups.

Curriculum Working Group Chairs and/or alternates and First Nations, Métis, and Inuit Education Curriculum Branch Director and staff in collaboration with Alberta Teachers' Association vice-chairs will:

- provide leadership and manage the Education Stakeholder Focus Groups activities;
- conduct orientation meetings;
- ensure that roles are clearly defined;
- provide working drafts of the programs of study for review; and
- analyze feedback and recommendations to take back to the Curriculum Working Groups to revise and refine draft programs of study; and
- review the programs of study to ensure alignment with [*The Guiding Framework for the Design and Development of Future Kindergarten to Grade 12 Provincial Curriculum \(Programs of Study\) \(2016\)*](#).

MEMBERSHIP

Education Stakeholder Focus Groups are comprised of representatives, who are not part of the Curriculum Working Groups, appointed by their organizations for their expertise, experience and/or education.

Organizations will be invited to appoint one representative for each of the following six subject areas: Language Arts (English, Français and French), Mathematics, Social Studies, Sciences, Arts (Dance, Drama, Music, Visual Arts), and Wellness Education (Health and Physical Education), High School Life Planning (Career Development and Financial Well-Being).

- Education Stakeholder Organizations including:
 - Alberta Teachers' Association (ATA)
 - Alberta Assessment Consortium (AAC)
 - Alberta Association of Deans of Education (AADE)
 - Alberta Catholic School Trustees' Association (ACSTA)
 - Alberta Council on Admissions and Transfer (ACAT)
 - Alberta Home Education Association (AHEA)
 - Alberta School Board Association (ASBA)
 - Alberta School Councils' Association (ASCA)
 - College of Alberta School Superintendents (CASS)
 - Fédération des conseils scolaires francophones de l'Alberta (FCSFA)
 - Fédération des parents francophones de l'Alberta (FPFA)
 - First Nations, Métis and Inuit stakeholder organizations including Elders or Knowledge Keepers
 - Public School Boards' Association of Alberta (PSBAA)
 - Treaty and Métis organizations
- Non-profit Organizations that submitted an application by January 31, 2017. (Twenty applicants were received and will be notified by April 2017). Individuals will be selected based on their knowledge, experience and education related to the subject.

EDUCATION STAKEHOLDER FOCUS WORKING GROUPS ENGAGEMENT SCALE

The Stakeholder Engagement Spectrum, used by Alberta Education, is based on the [International Association for Public Participation \(IAP2\) Model](#).

Focus Groups				
Inform	Confer	Involve	Collaborate	Empower
		✓		

Involve: Public concerns and aspirations are considered in content development.

EXPENSES

Alberta Education will cover travel and subsistence costs for participating members, and reimburse school authorities for substitute teacher costs according to the *Payment Schedule for Curriculum Development and Implementation Supports*. Honoraria may be considered, under certain circumstances and at the discretion of the Executive Director, Operations and Implementation Supports or the Executive Director, Curriculum and System Supports, First Nations, Métis and Inuit Education, Alberta Education, in accordance with this payment schedule.

COMPLIANCE WITH THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT

Alberta Education is a public body subject to the *Freedom of Information and Protection of Privacy Act* (the “FOIP Act”). Names of the Focus Group members, expenses paid, and details of the work to be completed by the Focus Groups may be subject to disclosure under the FOIP Act. Records in the custody and or control of Alberta Education may be subject to a request for access to information and may be disclosed in accordance with the FOIP Act.

Questions regarding the use or disclosure of personal information collected through participation in the Focus Group may be directed to the Executive Director, Operations and Implementation Supports, Alberta Education, 8th floor 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.

Note: These Terms of Reference are draft and subject to change.

Appendix A – Draft Dates

May 2017–June 2017: **Developing Phase: Part 1: Draft Subject Introductions and Draft K-12 Scope and Sequences**

April 2018–August 2022: **Developing Phase: Part 2: Draft Learning Outcomes**

Kindergarten to Grade 12 (All subjects subject-specific introductions and scope and sequences)	May to June 2017 May 8-9, 2017	ONE 2-3 day sessions
Kindergarten to Grade 4 (All subjects – learning outcomes)	April to August 2018 May 10-11, 2018 May 22-23, 2018	TWO 2-3 day sessions
Grades 5-8 (All subjects – learning outcomes)	February to August 2019 March 18-19, 2019 March 25-26, 2019	Approximately TWO 2-3 day sessions
Grades 9-10 (Social Studies, Wellness, Language Arts [English, Français, French] – learning outcomes)	January to August 2020 March 9-10, 2020 March 23-24, 2020 May 4-5, 2020 June 11-12, 2020	Approximately FOUR 2-3 day sessions
Grades 9-10 (Mathematics, Science, Arts Education – learning outcomes)	November 2020 to August 2021 December 9-10, 2020 February 16-17, 2021 March 8-9, 2021 March 22-23, 2021	Approximately FOUR 2-3 day sessions
Grades 11-12 (Social Studies, Wellness, Language Arts [English, Français, French] – learning outcomes)	November 2020 to August 2021 December 9-10, 2020 February 16-17, 2021 March 8-9, 2021 March 22-23, 2021	Approximately FOUR 2-3 day sessions
Grades 11-12 (Mathematics, Science, Arts Education – learning outcomes)	September 2021 to August 2022 December 9-10, 2021 February 10-11, 2022 February 22-23, 2022 March 24-25, 2022	Approximately FOUR 2-3 day sessions

The dates of the online provincial curriculum survey and face-to-face engagement sessions coordinated by the Alberta Regional Professional Development Consortia (ARPDC) will fall within the dates for the Education Stakeholder Focus Groups.