

# Recommending New Library/Information Literacy Standards:

## Information for Potential Committee Members

Alaska Department of Education & Early Development

April 16, 2019

This document provides background information on the process that will be used to recommend and adopt Library/Information Literacy content standards for Alaska. This information is intended for persons interested in serving on one of the committees that will review and recommend the new Library/Information Literacy standards for adoption by the Alaska State Board of Education.

### Overview

The Alaska Department of Education and Early Development (DEED) is beginning a process of reviewing and recommending Library/Information Literacy content standards. The process will involve a number of committees and reviews. DEED intends to present the standards to the Alaska Board of Education by winter 2019; adoption would be finalized by spring 2020.

### Purpose

The primary purpose of this document is to provide essential information to persons considering serving as a committee member for the Library/Information Literacy content standards adoption.

### Roles and Responsibilities

The standards adoption process will be under the direction of DEED. The department will be assisted by the Library/Information Literacy content standards committee, which will recommend and review the standards. The Alaska State Board of Education is empowered to officially adopt state content standards.

Table 1: Summary of Roles and Responsibilities

| Role              | Responsibility   | Approximate Number of Members                             |
|-------------------|--|---|
| DEED              | Oversee standards adoption process; provide support to committees, public, and Board                           | n/a   |
| Writing Committee | Select, edit, organize Library/Information Literacy content standards, including responding to review comments | 12-15 ( 4-5 per elementary/middle/high school grade span) |
| Review Committee  | Review recommended content standards   | 30-45 ( 10-15 per grade span)                             |
| Public            | Review recommended content standards   | n/a   |

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| State Board of Education | Approve final content standards for state adoption | n/a |
|--------------------------|--|-----|

DEED is responsible for overseeing and managing the standards adoption process. This includes developing the plan, recruiting committee members and providing them compensation in the form of continuing education credits in lieu of a monetary stipend. DEED will also provide support to the committees in compiling drafts and final versions of the committee’s recommended standards; documenting the process and providing support to the State Board of Education, including managing the public hearing, comments and responses about the recommended content standards.

### **Writing Committee**

The Library/Information Literacy Content Standards writing committee is responsible for “writing” the content standards. Writing committee members should have a deep understanding of information literacy instruction and assessment, information literacy content and skills and application of information literacy knowledge and skills; be able to work independently and together in groups effectively; be precise and articulate in written English and be willing and able to devote the necessary time to complete tasks associated with the standards adoption. The writing committee, to the extent practicable, should represent the diversity of Alaska’s educational settings and communities.

The writing committee members will work individually and virtually as a group to accomplish the following tasks:

- Identify and review influential sets of library/information literacy content standards (e.g., AASL National School Library Standards, Frameworks for Learners; ISTE Standards for Learners; and library/information literacy standards from other leading states.
- Identify, modify, write and compile a recommended set of library/information literacy content standards drawing on committee members’ expertise and review of relevant materials. Ideally, the writing committee will produce a set of content standards to guide curriculum and instruction in the state.
- Following review, the committee will make appropriate changes and will send its recommended set of library/information literacy content standards to DEED, which will review and send to the State Board.

### **Review Committee**

The Library/Information Literacy Content Standards review committee is responsible for reviewing and providing feedback on the content standards recommended by the writing committee. Review committee members should have a deep understanding of information literacy instruction and assessment, content and skills and applications of knowledge skills; be able to work independently and together in groups effectively; be precise and articulate in

written English and be willing and able to devote the necessary time to complete the tasks associated with the standards adoption. The review committee should represent the diversity of Alaska’s educational settings and communities.

The review committee will work individually and meet together virtually (e.g., through web based audio/video conferencing) to review at least two drafts of the recommended library/information literacy standards, before and after public comment and provide written feedback, including suggested changes in wording to the writing committee.

**Public Review**

The recommended library/information literacy content standards will be submitted for public review in conjunction with being presented to the Alaska State Board of Education for approval. Public comments will be collected by DEED and given to the writing committee for consideration in revising the library/information literacy content standards. The review committee will review the revised content standards and the final draft version of the content standards will be presented to the State Board for approval.

**Proposed Schedule**

DEED will establish and manage the standards adoption process, including the schedule. The process includes four rounds of writing and review during the 2019 calendar year.

Table 2: Key Dates and Activities

| Date           | Activity   | Description  |
|----------------|--|--|
| April 16, 2019 | Begin committee recruitment                                      | DEED disseminates information about standards adoption process and begins committee member recruitment                   |
| May 7, 2019    | Applications close for committees                                | Anyone who wishes to be considered for writing or review committee membership must have application to DEED by this date |
| May 13, 2019   | Committee notification   | DEED notifies writing and review committee members; provides writing committee materials to begin                        |
| June 3, 2019   | Writing committee meets together                                 | Committee will be introduced to standards and expectations for completion of new standards proposal.                     |
| June 4, 2019   | Writing committee individuals work via google docs               | Individuals will work collaboratively online using google docs   |
| June 28, 2019  | Writing committee submits standards proposal to review committee | Committee reviews a variety of applicable standards examples and writes a standards proposal.                            |

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| July 12, 2019   | Review committee makes recommendations to writing committee on first proposal               | Review committee will receive an orientation to the standards and the tools to complete their task. Individuals will work collaboratively on google docs.   |
| Aug 2, 2019   | Writing committee submits second revised standards proposal to review committee and to DEED | Review committee reviews and responds to writing committee.   |
| Aug 16, 2019  | Review Committee reviews second proposal  | Review committee reviews and returns proposal with input to writing committee.  |
| Sept 1, 2019  | Public review and comment   | Review committee reviews and responds to writing committee and DEED seeks input from a wider venue for public comment   |
| October 1, 2019   | Writing committee reviews public comment and revises  | Writing committee reviews draft recommended library /information literacy standards for state board consideration, considering comments and suggestions by the review committee and wider review compiled by DEED |
| October BOE Meeting<br>(Date to be determined)                    | Consideration by State Board of Education   | State Board of Education may approve revised state library/information literacy content standards for public comment and review   |
|   | Public comment  | DEED makes proposed library/information literacy standards available for public comment, including through a web survey   |
| Nov 1, 2019<br>Or immediately following 30 days of public comment | Writing committee considers comments and revises for final proposal                         | Writing committee meets to consider public comments compiled by DEED and revise for penultimate version of recommended state library/information literacy content standards                                       |
| Nov 15, 2019  | Writing committee writes final proposal for Alaska State Board of Education                 | Writing committee works collaboratively to write final recommended version of state library/information literacy considering recommendations from the review committee  |

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| Nov 30, 2019  | DEED prepares Library/Information Literacy content standards | DEED does final review, formats and prepares final recommended state library/information literacy content standards for presentation to State Board for final approval. |
| December 2019 | Consideration by State Board of Education                    | State Board of Education may approve final version of state library/information literacy content standards.   |

Please note the dates for the Writing Committee meetings are set: persons applying for the Writing Committee should ensure they are available for those dates. The committees will meet virtually.

**Support and Other Details**

Members of both the Writing and Review committee will be required to sign a confidentiality agreement to ensure appropriate confidentiality of the standards adoption process.

**Additional Information**

If you would like to apply to be a member of the Writing or Review Committee, please download the application materials that can be found at:

(Insert link here)

If you have questions about the Library/Information Literacy Content Standards adoption process, please contact: Deborah Riddle, EED, Division of Student Learning, Operations Manager ([deborah.riddle@alaska.gov](mailto:deborah.riddle@alaska.gov), 907-465-2892) or Janet Madsen, School Library Media Coordinator, Alaska State Library ([janet.madsen@alaska.gov](mailto:janet.madsen@alaska.gov), 907-465-8187)

## **FAQs About the Library/Information Literacy Content Standards Adoption Process**

### **1. Who should apply to be considered to be a member of the Writing or Review Committee?**

Anyone with these qualifications: knowledge of library/information literacy content and skills; familiarity with library/information literacy instruction and assessment; ability to work individually and in groups and able to commit the necessary time. Educators who represent the breadth of students and educational situations in Alaska, as well as those from higher education, and employers who draw on students with library/information literacy knowledge and skills are especially encouraged to apply for the Review Committee.

### **2. How many members will there be on the writing committee and the review committee?**

The Writing Committee will consist of 12-15 members, of which 4-5 each will address the elementary, middle and high school grade spans. The Review Committee will consist of 30-45 members, 10-15 each addressing the elementary, middle and high school grade spans.

### **3. How much time will it take to be on the writing committee?**

Doing the work of a writing committee member will require substantial time. The writing committee will only meet virtually. It is expected that the AASL Standards Framework for Learners will be the key document the writing committee will use to inform its work. Committee members who is already familiar with the AASL Framework will be able to complete work more quickly than those who need to read the AASL Framework from scratch. Writing committee members will be using Google Docs to enable joint editing. Committee members who are familiar with Google docs will be able to work more quickly.

### **4. What is the nature of the required confidential agreement?**

Confidentiality is critical in the standards adoption process for the committee members to be able to do their work as experts in library and information literacy content, skills and instruction assessment. A confidentiality agreement that committee members will keep the content and deliberation of the committee work confidential and not share with colleagues or others who are not members of the committees, preserves the integrity of the process, which includes substantial review and input opportunities. Each committee member is there because s/he possess the necessary qualifications. If a committee member feels s/her needs to consult with someone, s/he should consult with another committee member and/or with DEED staff.

