

## Functions of the Content Development Oversight Group (CDOG), a subcommittee of the Statewide Training and Education Committee (STEC)

### CDOG Members

CDOG members oversee development and implementation of common core curricula and curriculum revisions including:

- Determining learning objectives (subject to STEC approval), content and content revisions
- Providing guidance and oversight for the work of curriculum writers
- Reviewing drafts of curricula (e.g., learning objectives, lesson plans, agenda, content, trainer tips, activities, PowerPoints, handouts, supplementary materials, etc.)
- Participating in monthly conference calls and semi-annual in-person meetings to discuss drafts, approve final products, plan T4Ts, achieve consensus on decision items, and make recommendations to STEC.

CDOG membership is comprised of representatives from the Regional Training Academies and Inter University Consortium (RTA / IUC) as well as county STEC representatives. County representatives and each RTA / IUC determine who will participate in CDOG in-person meetings and conference calls based on the needs of the county and RTA / IUC, attempting to ensure continuity of participation and content expertise. Summaries of in-person meetings and conference calls are distributed to all members and posted on the CalSWEC website to provide an opportunity for all members to remain apprised of CDOG decisions and plans. New participants are encouraged to review previous summaries prior to participating in conference calls and meetings.

### CDOG Trainer Forums

Trainer forums occur as part of the process of revising standardized curricula. Through the trainer forum, trainers provide feedback regarding the structure and trainability of current curricula and make recommendations regarding the structure and flow of planned revisions. Trainers also provide feedback on current content and make revision suggestions. The feedback gathered at Trainer Forums is considered by CDOG during the revision planning process.

### CDOG Subject Matter Experts

CDOG may consult subject matter experts to review curriculum materials and provide recommendations regarding revisions of learning objectives and curriculum content. Subject matter experts may be stakeholders such as parents, youth or foster parents or they may be associated with an RTA / IUC, a university, the California Department of Social Services, a county child welfare agency, the legal community or an agency providing services to children and families (e.g., substance abuse treatment, mental health services). Subject matter expert consultation occurs on an ad hoc basis.



## **CDOG Curriculum Revision Process**

Under the auspices of STEC, CDOG members guide the revision of California Common Core Curricula, including standardized curricula and learning objectives.

For revisions of standardized curricula:

1. All revisions begin with decisions at STEC regarding content priorities.
2. CalSWEC provides information about the weight of the learning objectives in the curriculum as it is currently implemented and seeks feedback regarding changes to the weighting of the learning objectives for the revised curriculum.
3. If available training evaluation results allow for conclusions about the effectiveness of the current curriculum, CDOG reviews applicable training evaluation data.
4. CDOG gathers information for the revision process by seeking feedback through course level evaluations, trainer forums and consultation with subject matter experts.
5. Following a review of the evaluation results, curriculum feedback and content priorities, CDOG revises learning objectives and determines the course of the revisions to the curriculum.
6. Upon completion of the first draft revision, CalSWEC provides a copy of the draft to CDOG and to trainers and other subject matter experts who provided feedback for the revision. Reviewers are asked to provide feedback on the draft.
7. CDOG approves final revisions and makes recommendations to STEC for final approval.

For revisions of standardized learning objectives not accompanied by standardized curricula:

1. All revisions begin with decisions at STEC regarding content priorities.
2. CalSWEC provides a draft revision incorporating the STEC feedback. Part of this process includes review of the learning objective language to ensure that learning objectives are written in a way that could be feasibly measured or evaluated.
3. CDOG revises the learning objectives via a conference call or in-person meeting.
4. CDOG approves final revisions and makes recommendations to STEC for final approval.

## **Training Evaluation Review**

CDOG works closely with the Macro Evaluation Team to ensure congruence between training content and evaluation materials. CDOG develops the learning objectives that provide the framework for training evaluation and CDOG member subject matter experts consult with the Macro Evaluation Team on the development of new test items and embedded evaluation case scenarios.

## **System for Sharing Training Resources**

CDOG members are asked to share curriculum resources on statewide common core topic areas with standardized learning objectives. There are two venues for resource sharing: an online survey accessible via the CalSWEC website and quarterly webinars hosted by CalSWEC. Curriculum resources gathered via the survey and webinars are posted on the CalSWEC website as curriculum resources, transfer of learning resources or additional resources (handouts, bibliographies, services providers, etc.).

## **Questions**

If you have questions about CDOG's function and members' responsibilities, please contact Melissa Connelly, [mconnelly@berkeley.edu](mailto:mconnelly@berkeley.edu) or Phyllis Jeroslow, [pjero@berkeley.edu](mailto:pjero@berkeley.edu). If your questions pertain to the evaluation process, please contact Leslie Zeitler, [lzeitler@berkeley.edu](mailto:lzeitler@berkeley.edu).