



*Approved*

**MINUTES OF SCIENCE CURRICULUM ADOPTION COMMITTEE:  
AP BIOLOGY, AP CHEMISTRY, IB BIOLOGY, IB CHEMISTRY  
SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48  
SUSD Oak Campus, 7501 E Oak St, Scottsdale, AZ 85257**

**Date: Wednesday, December 4, 2024 Time: 4:00 - 6:00 pm**

**1. Call to Order**

Meeting was called to order at 4:02 PM

**2. Roll Call**

Present: Randy Coffey, Jennifer MacColl, Jacqueline Wells, Stacey Rosenfeld

Absent: Brandon Borgardus

**Information/Discussion and Possible Action**

**3. Approval of 12/04/2024 Meeting Agenda** - Information/Discussion or Possible Action Item  
Johanna Kaiser

- Motion: Stacey Rosenfeld moved to approve the agenda for December 4, 2024 as written
- Seconded: The motion was seconded by Jacqueline Wells
- Vote: A vote was taken, and the motion passed 4 to 0.

**4. Approval of minutes from October 23, 2024**

Johanna Kaiser

- Motion: Jennifer MacColl moved to approve the minutes from October 23, 2024 as written
- Seconded: The motion was seconded by Jacqueline Wells
- Vote: A vote was taken, and the motion passed 4 to 0.

**5. Overview of the Materials Review Process**

Johanna Kaiser

- Members were shown the organization of the sample materials in the room and how each item was assigned a number. An overview was provided on how to complete the rubric and what members were to do after completing. Members received instructions on how to access the curriculum's online resource. Members were instructed that they could work collaboratively or independently during the review process, but each individual was required to score and submit their own rubric.

## **6. Overview of Public Review Process**

Johanna Kaiser

- Members were informed of the dates of the Public Review window. Members would see any feedback provided by the public during future committee meetings.

## **7. Review of Materials**

Johanna Kaiser

- Committee members collaboratively reviewed and individually completed rubrics for all of the IB Biology products and three of the AP Biology products.

## **8. Future Dates and Committee Meetings**

Johanna Kaiser

- Next meeting: Wednesday, December 11, 2024, 3:30 PM - 5:30 PM, SUSD's Oak Campus.

## **Adjournment**

Meeting was adjourned at 5:58 PM

Dated this day, Wednesday, December 4, 2024.