



# Instructional Material Bureau Staff

 Anthony Burns

 Bureau Chief

 Charlotte McLeod

 Education Administrator

 Deb Marquez

 Education Administrator

# Agenda

- Instructional Material Review/Definitions
- Overview of Review Process
- Form Deadlines
- Form F: Citation Alignment and Scoring Rubric - Overview
- Form F—Fill in the Blanks
- Form F Demonstration
- Material and Form F Citation Video

# Instructional Material Definitions

- **Instructional Material**—school textbooks and other educational media that are used as the **basis for instruction**, including combinations of textbooks, learning kits, supplementary material and electronic media (not to include computers, laptops, handheld computers, or other devices).

# Instructional Material Definitions

- **Core Instructional Material**—the comprehensive print or digital educational material, including basal material, which constitutes the necessary instructional components of a full academic course of study in those subjects for which the department has adopted content standards and benchmarks.
- **Supplementary Materials**—supporting instructional material used to reinforce, enrich, or enhance instruction driven by core instructional material. Pursuant to Section 22-15-8 NMSA 1978, the department may choose not to review supplementary materials.

# Instructional Material Definitions

- **Review Set:** means the core instructional material submitted for review at the summer institute. The review set consists of the student edition, teacher edition, and student workbook, if available, or the equivalent if digital. All review set items **must be made available for purchase by districts as they are submitted for review** and listed as such on the Form E List of Instructional Materials.

# Core Submissions

- Grades K-8 ELA, SLA, ELD & WL
- Titles submitted for consideration for adoption as **core** and that have been determined to be research-based are **reviewed at the Review Institute in June**.
- Materials submitted to the Review Institute must be in review sets. Each review set should be bound together as a package and should contain **ONLY** the following:
  - 1 teacher edition
  - 1 student edition
  - 1 student workbook, if applicable
  - 1 Form C Official Sample Label, attached to the backside of the package and covering any ISBN printed on the book/material.
- There should be a total of (6) separate review set packages for each title submitted for the Review Institute.
- Publishers submitting fully digital materials (in lieu of print materials) as their review set will need to provide reviewers with a one-pager with login information and the Form C attached to the back.
- Titles submitted as supplementary will not be reviewed and will not be accepted at the Review Institute.

# Form Submission Deadlines

**Figure 1: Form Submission Deadlines**

Form	Form Title	Submission Date	Applies To	Submit
A	Provider/Publisher Contact Information	11/06/2020	CIM and SIM	1—addresses both CIM & SIM
B	Certification of Instructional Materials	11/13/2020	CIM and SIM	1—addresses both CIM & SIM
C	Official Sample Label	06/07/2021	CIM	1—each CIM TE*, SE**, WB# title
D	Research-Based Effectiveness Determination	11/13/2020	CIM	1—for each CIM title submitted
E	List of Instructional Material	11/13/2020	CIM and SIM	1—combined CIM & SIM
F	Citation Alignment and Scoring Rubric (initial) Citation Alignment and Scoring Rubric (final)	02/05/2021 03/31/2021	CIM	1—CIM digital 1—CIM digital

TE\* = teacher edition

SE\*\* = student edition

WB# = workbook



# Form Submission Deadlines

Figure 2: Addition and Withdrawal Deadlines

Form	Deadline Type	Submission Date	Applies To	Submit
E	Additions to Form E deadline (Supplementary only)	03/31/2021	CIM and SIM	1— addresses both CIM and SIM
E	Withdrawal of titles deadline	02/05/2021	CIM and SIM	1— addresses both CIM and SIM
E	Addition of free material deadline	03/31/2021	CIM and SIM	1— addresses both CIM and SIM

# Overview of the Review Process

- Core materials are reviewed by 3 Educators: one content leader and two reviewers (all licensed Level II and Level III teachers).
- Provider/Publisher submissions are scored against rubrics for alignment with the following:
  - adopted New Mexico State Standards for each content area under review (see page 21 of the RfA for standards);
  - content specific high-quality indicators; and
  - general high-quality indicators.
- Adoption determination:
  - 90 percent or higher = adopted as Recommended
  - 80 – 89 percent = adopted as Recommended with Reservations
  - 79 percent or less = not adopted, not on multiple list

# Form F: Citation Alignment and Scoring Rubric - Initial Submission

- General RfA Information (RfA p.59-60)
- Form Fs will be placed in publisher's Google drive.
- Each Form F must remain in your assigned Google drive throughout the process; do not download it or transfer it to another format and then transfer it back.
- Initial Form Fs must be completed in the publisher drive by 2/5/21.
- You may not use a citation more than once across all sections of the rubric.
- IMB will review initial Form F citations for possible issues. IMB will address any issues using the comment function in the Form Fs. Comments will appear in the rubric on or before 3/1/21 as to any changes or modifications that need to be made in the citations before submitting final Form Fs.

# Form F: Citation Alignment and Scoring Rubric - Final Submission









- Final Form Fs must be finished by 3/31/2021. We will remove them from your Google drive for use during the Summer Review Institute on 3/31/21.
- All work on the Form F **MUST** be completed within the Google drive.
- The Form F will be the rubric used to review your submitted material at the Summer Review Institute.
- Citations must be included for each standard and criterion.
- Do not enter N/A or not applicable as a response.
- You may not use a citation more than once across all sections of the rubric.

# Form F: Cover Page



## F.1 English Language Arts - Grade 9

PROVIDER/PUBLISHER / MATERIAL INFORMATION (TO BE COMPLETED BY PROVIDER/PUBLISHER)

Provider/Publisher / Imprint: 	Grade(s): 
Title of Student Edition: 	Student Edition ISBN: 
Title of Teacher Edition: 	Teacher Edition ISBN: 
Title of SE Workbook: 	SE Workbook ISBN: 

Insert material information in the empty cells for the provider/publisher section.

# Form F: Standards Review

The Standards Review section includes the following:

- ELA:
  - Common Core State Standards for ELA
  - New Mexico Content Standards for ELA
- SLA:
  - Common Core State Standards for SLA
  - New Mexico Content Standards for SLA
- World Languages:
  - World Readiness Standards for Learning Languages
- ELD:
  - English Language Development Standards (WIDA)

# Form F: Standards Review Instructions

- Insert **one** citation for each standard using *only the Teacher Edition* of the review set.
- Reviewers will score the materials based on the citation as:
  - Meets the standard
  - Partially meets the standard
  - Does not meet the standard
- Reviewers then provide evidence from the materials that supports their score.
- NOTE: Reviewers will be using the **student materials** to cite the standard, score it, and provide evidence on the standards section of rubric.
- **Remember: You may not use a citation more than once across all sections of the rubric.**

# Form F: Content Specific Review Instructions

- Insert **one** citation for each criterion using the Student Edition, Teacher Edition, or Student Workbook, unless noted specifically within the criterion.
- Reviewers will score the materials based on the citation as:
  - Meets expectations of the criterion
  - Partially meets expectations of the criterion
  - Does not meet expectations of the criterion
- Reviewers then provide evidence from the materials that supports their score.
- **Remember: You may not use a citation more than once across all sections of the rubric.**



# Form F: All Content Review

The All Content Review section includes high quality indicators such as:

- Progression in the standards
- Coherence at grade level and across grade levels
- Lesson structure and pacing
- Teacher planning/student learning
- Assessment
- Technology
- Cultural relevance and responsiveness

# Form F: All Content Review Instructions

- Insert **one** citation for each criterion using the Student Edition, Student Workbook, or Teacher Edition.
- Reviewers will score the materials based on the citation as:
  - Meets expectations of the criterion
  - Partially meets expectations of the criterion
  - Does not meet expectations of the criterion
- Reviewers then provide evidence from the materials that supports their score.
- **Remember: You may not use a citation more than once across all sections of the rubric.**

# Form F: Structured Literacy Content Review (Optional)

- For ELA K-6 rubrics only and is completely OPTIONAL.
- The scoring for this tab will not impact the score or designation for the core program.
- Insert **one** citation for each criterion using the Student Edition, Student Workbook, or Teacher Edition.
- Reviewers will score the materials based on the citation as:
  - Meets expectations of the criterion
  - Partially meets expectations of the criterion
  - Does not meet expectations of the criterion
- Reviewers then provide evidence from the materials that supports their score.
- **Remember: You may not use a citation more than once across all sections of the rubric.**

# Instruction Reminders for All Tabs

- Provider/Publishers are supplying one accurate and targeted citation for each standard or criteria on each tab:
  - Standards Tab - from TE ONLY!
  - Content Tab - from SE, TE or SW.
  - All Content Tab - from SE, TE, or SW
- Remember: You may not use a citation more than once across all sections of the rubric.
- Citations should direct reviewers to the material where they will find alignment to the standard or criterion.
- Each citation should cover NO MORE than 3 pages.
- Any cells that are grayed out do not need a citation.

# Sample Citations for score “Does Not Meet”

Reviewers are coached to look for evidence that does meet the standard “if time permits.”

RL6	Analyze a particular point of view or cultural experience reflected in a work of literature from outside the United States, drawing on a wide reading of world literature.	TE: pg. 122, Analyze Literature: Memoir	D	The sample memoir uses the first person point of view and shows a cultural experience. However, it is not from outside the United States.
-----	--	---	---	---

L1A	Use parallel structure.*	TE: eSelection pg. E345, Rubrics for Writing Options, see Writing Option #2	D	Wrong page number
-----	--------------------------	---	---	-------------------

RL4	Determine the meaning of words and phrases as they are used in the text, including figurative and connotative meanings; analyze the cumulative impact of specific word choices on meaning and tone (e.g., how the language evokes a sense of time and place; how it sets a formal or informal tone).	TE: pg. 152 Critical Thinking, Discussion Guide	D	The piece is informational text, not literary.
-----	--	---	---	--

RI10	By the end of <b>grade 9</b> , read and comprehend literary nonfiction in the <b>grades 9-10</b> text complexity band proficiently, with scaffolding as needed at the high end of the range.	TE: pg. 113, Refer to Text/Reason with Text, questions 1a–5b	D	The citation page number is inaccurate.
------	--	--	---	---

# Publisher Form F Rubric Demonstration

- IMB plans to upload the pertinent Form Fs to each publisher drive by Monday, December 21, 2021, barring any unforeseen difficulties. Each publisher will be notified by email when the Form Fs are ready for their use.
- Be sure to share your Google drive access information with your correlations teams.
- If you have problems with any of the cells in the rubric, please place a comment in the cell and we will address it ASAP.

# Form F: Dos and Don'ts

**Remember: You may not use a citation more than once across all sections of the rubric.**

- **Do:** Build your Form Fs within your publisher Google drive.
- **Do:** Enter the best citation that addresses each standard or criterion.
- **Do:** Provide citations that are targeted.
- **Do:** Enter short, concise citations.
- **Do:** Provide citations that give broad exposure to the material.
- **Do:** Provide access to your Google drive to your correlations team.
- **Do not:** Remove Form Fs from your publisher drive.
- **Do not:** Convert Form Fs from Google Sheets to Excel or any other format.
- **Do not:** Cite an entire chapter or more than three pages.
- **Do not:** Attempt to unlock cells.
- **Do not:** Change the Form F formatting in any way.

# Form F Publisher Conferences

- Please begin citations for each tab on the Form Fs you will be submitting.
- Take note of questions you have about the rubric or how your materials are cited.
- Email Deb Marquez at [debra.marquez@state.nm.us](mailto:debra.marquez@state.nm.us) when you are ready to set up a video conference.
- Deb will send a calendar invite to the contact person and they will forward it to all necessary participants.
- If Deb does not hear from you about a Form F conference, she will reach out to you to set that up.
- All video conferences will be held in Google Meet.



# Material and Form F Citation Video

- Provider/Publishers submitting Core material are required to create a short video presentation (no more than 20 minutes) for each Core review set submitted. The video must include:
  - an explanation of the structure of the material;
  - detailed explanation of the citation strategies used in completing the **Form F Citation Alignment and Scoring Rubric** (Provider/Publisher's notations, acronyms, abbreviations, headings, and features); and
  - instructions on how to access online or digital material necessary for the review.
- The video may not include any sales or contact information.
- A link to each video will be due no later than February 5, 2021, on the cover page of the Form F.
- See pages 24-25 of the RfA for complete instructions and guidelines.

# Video for HQIM Website

- Provider/Publishers submitting Core material are required to create a short video presentation (no more than 20 minutes) for each Core review set submitted. This video will be used to inform LEAs, schools and teachers about your core instructional materials.
- The video:
  - should be similar to the citation video minus reference to citations;
  - should show the structure of the materials in the review set;
  - may include a brief overview of the provider/publisher and the materials they provide; and
  - must be accessible by the public for the entirety of the adoption cycle.
- The video may not include:
  - any sales or contact information;
  - pricing, free material, pilot programs, professional development, or ranking by nationally recognized reviewers.
- A link to each video is due no later than February 5, 2021, on the Form E.
- See pages 24-25 of the RfA for complete instructions and guidelines.

# After the Summer Review Institute

- Subsequent to the review, results will be presented to Secretary of Education:
  - core materials that are designated as recommended;
  - core materials recommended with reservations; and
  - supplementary materials.
- Once items are adopted on the multiple list, agreements will be sent to Providers/Publishers for signatures.

# Thank You

---

- Thank you for attending today's webinar.
- Please submit in writing any further questions you have to: [imb.contact@hprec.org](mailto:imb.contact@hprec.org). We will answer those questions in a FAQ sheet and upload it to the Publishers' page of our website.