

Proclamation 2014 Review of Instructional Materials

Frequently Asked Questions

General Questions

1. Question: Are teachers or panel members getting paid to review materials for Proclamation 2014?

Answer: State Review Panel members are defined as an advisory committee member for the State Board of Education. This is a volunteer position that will have a state-wide impact on Texas students for many years. Each panel member will receive a minimum of 40 hours of Continuing Professional Education credits.
2. Question: I have an interest in pursuing K-5 earth science material even though I am on the high school panel. Can I do so? If yes, then how?

Answer: Assignments to review instructional materials will be based on the information provided on the application to become a State Review Panel member. If there is a shortage of reviewers for any areas, TEA staff will call upon content experts to provide additional reviews.
3. Question: Will a hotel be provided for panel members during Phase III in Austin, Texas?

Answer: Information related to Phase III face-to-face review will be provided after Phase II has been completed. It will include hotel and travel reimbursement information.
4. Question: Will the PowerPoint slides be made available prior to the phases?

Answer: The PowerPoint presentation is available at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.
5. Question: Will the panel members be reviewing all levels or only specific grade levels such as K-5?

Answer: Panel members will be reviewing instructional materials specific to subject and grade level. TEA staff will be providing assignments based on information provided on the application to become a State Review Panel member.
6. Question: Do panel members have the option to address the logic of the presentation of materials that does not make sense with building on content knowledge?

Answer: Panel members are charged to review for alignment with the Texas Essential Knowledge and Skills. Panel members will be provided an opportunity to include comments on the evaluation instrument.
7. Question: What is the web address for the website on which the archived webinar will be available?

Answer: The webinar is archived at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.

8. Question: Will panel members be given the option to not only identify what TEKS are addressed, or not addressed, but suggest how some information is shown, described, labeled, etc.?
- Answer* Panel members are charged to review for alignment with the Texas Essential Knowledge and Skills. Panel members will be provided an opportunity to include comments on the evaluation instrument.
9. Question: Is the content aligned to the STAAR EOC's?
- Answer* Instructional materials submitted are reviewed to ensure alignment to the Texas Essential Knowledge and Skills. The curriculum standards are aligned to STAAR.
10. Question: Does the training for the review count as professional development hours?
- Answer* Your training does count as professional development hours. In addition, your participation with the review process will also count towards a minimum of 40 hours of Continuing Professional Education credits.
11. Question: Who incurs the expense for the trip to Austin?
- Answer.* Panel members selected to participate in Phase III in Austin will be reimbursed for all travel expenses by TEA.

Project Share

12. Question: How will a panel member certify that every lesson was reviewed before product review?
- Answer.* Panel members will need to complete the lessons in the Project Share course to facilitate the review of instructional materials. At the end of the final lesson (Lesson 3.3), there is information about proceeding directly to the *Proclamation 2014 Course Completion*. The certification is found by selecting *Tests/Quizzes* from the left menu. TEA staff will receive confirmation after completion of the Proclamation 2014 Training and Review.
13. Question: Are the lessons located in the "Course" section at Epsilen.com?
- Answer.* The lessons are all inclusive within the Project Share Proclamation 2014 Training and Review. To get to the course, click on <http://www.epsilen.com/crs/13200754>. Select *Join This Course*. Log in with your **Username** and **Password**. Enter the **Access Code** provided by TEA. Locate and select the **Proclamation 2014 Training and Review** course from the list. Send an email to edtech@tea.state.tx.us if you need assistance.
14. Question: What does "collaborate" mean in terms of Phase I and Phase II? (Panel members don't necessarily know who else is reviewing the materials. How can they collaborate with each other?)
- Answer.* Team assignments will be provided to each panel member after Phase I. *Lesson 3.2 Workgroups* within the Project Share course provides information about the collaboration and communication tools that can be used in Phase II of the review.

15. Question: I have completed the course on Project Share. As a panel member, will I be able to go back into the course when my materials arrive to review the process? Also, will the handbooks include written instructions?
- Answer:* The lessons in the Project Share course will be available throughout the review process. The *Reviewer's Handbook* is downloadable from the left menu bar. Review instructions are found in the handbook. Other guides for using Project Share are found in the course.
16. Question: How can panel members certify that their lessons have been complete?
- Answer* Panel members will need to complete the lessons in the Project Share course before the instructional materials are provided. At the end of the final lesson (Lesson 3.3), there is information about proceeding directly to the *Proclamation 2014 Course Completion*. The certification is found by selecting *Tests/Quizzes* from the left menu. TEA staff will receive confirmation after completion of the Proclamation 2014 Training and Review
17. Question: Should panel members review the lessons on Project Share as soon as possible?
- Answer* Yes, panel members should start reviewing lessons in Project Share as soon as possible. Assistance obtaining a Project Share account or accessing the course can be provided by sending an email to edtech@tea.state.tx.us.
18. Question: Will the Texas Education Agency (TEA) be providing an access key to the courses in Project Share?
- Answer* Access information to the Project Share course can be obtained by contacting TEA staff at edtech@tea.state.tx.us.
19. Question: How do panel members obtain their Project Share accounts?
- Answer* Assistance with Project Share can be obtained by sending an email to edtech@tea.state.tx.us.
20. Question: When are the lessons going to be available on Project Share?
- Answer* The lessons are available now in Project Share. For assistance, contact edtech@tea.state.tx.us.
21. Question: Since publishers will also have access to the training videos and evaluation instruments via Project Share, when will panel members be given access?
- Answer* Panel members are given access to Project Share immediately as long as they have a Project Share account. Assistance with Project Share is provided to panel members at edtech@tea.state.tx.us.
22. Question: If panel members do not currently have a Project Share account, should they contact someone to set an account up for them?
- Answer* Assistance with Project Share is provided to panel members by TEA Educational Technology staff at edtech@tea.state.tx.us.

23. Question: After panel members complete reviewing the course share orientation and completion of the 'test', is there anything else they need to do before Phase I starts?
- Answer* After the completion of the test within the Project Share course, panel members will receive their assignments for review.
24. Question: Can panel members see the address to ask for a Project Share account?
- Answer* Assistance with Project Share is provided to panel members at edtech@tea.state.tx.us.
25. Question: Are all the documents in the orientation going to be in Project Share?
- Answer* Yes, all of the documents and the lessons are included in Project Share.
26. Question: When should panel members begin their lessons in Project Share?
- Answer:* As soon as panel members have access to Project Share, they should review the lessons within the Project Share course to assist with the review process. For panel members who do not have a Project Share account, contact edtech@tea.state.tx.us. The course should be completed prior to receiving instructional materials for review.
27. Question: If panel members currently look in their Project Share accounts and cannot find any courses for the Review Panel, where should they look?
- Answer* The Project Share course can be accessed by clicking on <http://www.epsilen.com/crs/13200754>. For assistance accessing the course, email edtech@tea.state.tx.us.
28. Question: Do panel members have to open up an Epsilen account to participate on the Proclamation 2014 review panel?
- Answer:* Panel members will need a Project Share account to participate in the review process. For assistance with a Project Share account, contact edtech@tea.state.tx.us.
29. Question: How can panel members verify if they already have a Project Share account?
- Answer:* Verification assistance for Project Share accounts can be provided by contacting edtech@tea.state.tx.us.
30. Question: Will the Reviewer Handbook be mailed to panel members or only accessible through Project Share?
- Answer* The Reviewer Handbook is provided as a resource in the left navigational tool bar in Project Share. For assistance with Project Share, contact edtech@tea.state.tx.us.

Review Timeline

31. Question: Where can panel members obtain the Technical Application Review timeline?
- Answer* The Technology Applications timeline is located within the PowerPoint presentation at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.
32. Question: Are the dates for Phases I and II 5/30 – 6/13 and 7/01 – 7/17?
- Answer* The dates for Phase I and II are provided within the PowerPoint presentation at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.
33. Question: What are the dates for Spanish Phases (math), grades K – 5?
- Answer* The review for Spanish Math, grades K-5 for Phase I and II are provided within the PowerPoint presentation at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.
34. Question: When is Phase III for Physics and what are the specific dates?
- Answer* The dates for Phase III are provided within the PowerPoint presentation at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.
35. Question: Where can panel members find specific dates for all phases in all specific grades and subject matter?
- Answer* The dates for all phases are provided within the PowerPoint presentation at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.
36. Question: If prior plans/vacation/engagements take place at the same time as any phase, how will that affect panel members' involvement or participation?
- Answer* TEA staff will work with each panel member to accommodate for any vacation plans or prior engagements. Review assignments may need to be assigned to other panel members to ensure the products undergo a complete review.
37. Question: What is the timeline for Phase III?
- Answer* The dates for Phase III are provided within the PowerPoint presentation at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.
38. Question: Panel members have not been selected for Phase III at this point in time. Can a panel member elect not to participate in Phase III if a prior commitment conflict exists?
- Answer* TEA staff will work with panel members to accommodate any schedule conflicts or prior engagements. Instructional materials may be reassigned to other panel members if a scheduling conflict exists.
39. Question: When and How will travel arrangements be handled for reviewers traveling to Austin?
- Answer* The number of products and panel members will be identified at the conclusion of Phase II. An email will be sent to panel members to request their participation after the conclusion of Phase II.

40. Question: What happens if a panel member has prior obligations during Phase III?
- Answer* Review assignments may be adjusted to accommodate prior obligations. TEA staff will work with each panel member to determine if products need to be reassigned.
41. Question: You mentioned that panel members have five days to turn over results; what happens if the information is not turned in within the period of time?
- Answer* TEA staff will work with each panel member to accommodate for any unexpected delays with the review process.

'No Contact' Rule

42. Question: Please provide an explanation, in further detail, about the 'no contact' rule and how this affects the review, especially for those who have not served on a panel before.
- Answer* When panel members receive their appointment, they must not be contacted either directly or indirectly by any person having an interest in the adoption process regarding content of instructional materials under evaluation by the panel. More detailed information about the 'no contact' period is available in the Project Share course. Additionally, TEA staff will provide additional information to panel members with the review materials.
43. Question: When does (or did) the 'no contact' time begin?
- Answer* The 'no contact' period begins when panel members have received notification from TEA that they have been appointed to serve on the state review panel.
44. Question: I am presenting at CAMT this summer, how will my attendance be affected by my attendance at the conference?
- Answer* Panel members must adhere to the 'no contact' rule throughout the review process. Avoid conference sessions provided by publishers or visiting publisher booths to inadvertently violate the 'no contact' rule.
45. Question: Will panel members have a list of publishers that may be presenting at CAMT?
- Answer* TEA does not have a list of publishers presenting at the CAMT conference. The list of publishers participating with Proclamation 2014 is located at <http://www.tea.state.tx.us/index2.aspx?id=2147505402>.
46. Question: Does receiving email from the publishers count as 'no contact'?
- Answer* Receiving emails from publishers that are participating in the review process violates the 'no contact' rule.

Notification to Panel Member

47. Question: Will panel members be notified by email as to when Phase II materials are ready for review other than the dates given, i.e. June 17th for K-5 science)?
- Answer* Panel members will be provided additional information by email to prepare for their review of instructional materials for Phase II. Publishers are provided five working days to develop new content.
48. Question: Does the material for review get sent via email and if so, does it go to your house or the school/place of employment?
- Answer* The instructional materials will be sent to the location indicated by each State Review Panel member.
49. Question: How and when will panel members know if they are involved in Phase III?
- Answer* Information related to Phase III face-to-face review will be provided after Phase II has been completed.

Product Submissions

50. Question: Are the materials for review presented in PDF format?
- Answer:* Publishers have the option to provide materials in multiple formats including PDF format. Many of the submissions are expected to be online with a login and password.
51. Question: Are all materials from publishers technology based or will there be books, workbooks and consumables?
- Answer* The instructional materials will only include content that addresses the Texas Essential Knowledge and Skills for each subject and grade level. Some of the submissions may include print materials.
52. Question: Will review panel members receive copies of textbooks from publishers for review?
- Answer:* Publishers have the option to provide materials in multiple formats. Many of the submissions are expected to be online with a login and password. Some of the submissions may include print materials.
53. Question: Will panel members receive documents from publishers for what their proposed textbooks will look like? Will this include photos and diagram, etc.? What format are the materials being sent? (i.e. textbook, CDROM audio, etc.)
- Answer:* Publishers have the option to provide materials in multiple formats. Many of the submissions are expected to be online with a login and password. Publishers will only provide content that is aligned to the Texas Essential Knowledge and Skills.