

Proclamation 2017 Publisher Webinar, September 24, 2015

Questions and Answers

QUESTION: We're interested in providing supplemental materials. Does this adoption process include supplemental materials?

ANSWER: No. Supplemental materials were not included in *Proclamation 2017*. In order to be considered for adoption, materials must cover at least 50% of the TEKS.

QUESTION: Unclear on how to reach CTE standards on website?

ANSWER: You may access information regarding the CTE TEKS at [http://tea.texas.gov/About TEA/Laws and Rules/SBOE Rules %28TAC%29/Adopted State Board of Education Rules - Not Yet Effective/](http://tea.texas.gov/About%20TEA/Laws%20and%20Rules/SBOE%20Rules%29/Adopted%20State%20Board%20of%20Education%20Rules%20-%20Not%20Yet%20Effective/).

QUESTION: For Special Topics in Social Studies, do we just correlate to the standards in 113.47 or ALL the standards under Ch. 113, social studies?

ANSWER: Instructional materials submitted for Special Topics in Social Studies must meet the TEKS for §113.47 Special Topics in Social Studies, <http://ritter.tea.state.tx.us/rules/tac/chapter113/ch113c.html#113.47>.

QUESTION: We are looking at the standards for CTE, Chapter 130 Subchapter C and we do not see any breakouts. We heard that they were coming, when do you expect those to be available?

ANSWER: We have posted breakouts for CTE, Chapter 130, Subchapters C, D, E, F, I, J, M, and N to the [publisher portal](#). We anticipate releasing the rest of the breakouts before the end of the year.

QUESTION: When will breakout forms for LOTE courses be available?

ANSWER: The breakouts for LOTE courses are available now on the [publisher portal](#).

QUESTION: Can you release breakouts for courses as completed instead of until they are all complete? This would truly help.

ANSWER: Yes. We are posting breakouts to the [publisher portal](#) as they are completed.

QUESTION: When will TEA be releasing the correlation templates for publishers to use?

ANSWER: We anticipate releasing the correlation templates for publishers in early 2016.

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QUESTION: The Q&A document states that since all teachers have access to the student materials, meeting the TEKS in the student materials is equal to meeting the TEKS in the teacher materials (but not the other way around). Is that correct?

ANSWER: Yes. Teachers will have access to the materials intended for student use. Therefore, the same citation can be provided for both the teacher materials and the student materials. The best, most closely aligned content should be provided in both sets of correlations for each breakout. Providing different citations for the teacher material and the student material can be confusing for review panelists and should be avoided.

QUESTION: Do the materials need to have two examples of each student expectation or of each one of the breakout components?

ANSWER: In order to be considered sufficiently addressed, each breakout for each student expectation (SE) must be covered twice in the student materials—once in the student text narrative or its electronic equivalent, and once in either an end-of-section review exercise, an end-of-chapter activity, or a unit test or their electronic equivalents—and twice in the teacher materials.

QUESTION: If a publisher is submitting multiple components to make up a student program, do we need to have two citations in each component individually or can the two citations requirement be met with multiple components?

ANSWER: A student expectation must be met at least twice in the components intended for student use—as described in 19 TAC §66.36(a)(1)—and at least twice in the components intended for teacher use in order for that student expectation to count toward the 50% requirement for eligibility for adoption. The student citations may refer to content in any component intended for student use.

QUESTION: If using videos in a product, do “printed” correlations of materials mean video scripts?

ANSWER: If a citation refers to a video, publishers must direct reviewers to the exact location in the video where it believes the student expectation is addressed.

QUESTION: Can you provide examples of embedded TEKS in LOTE electronic sample and hardcopy correlations?

ANSWER: No. The last time that LOTE materials were adopted, publishers were not required to embed correlations.

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QUESTION: Since TEC §113.47 (c) identifies numerous skills, but does not identify specific knowledge, does this impact how the correlations are to be documented?

ANSWER: No. Publishers will be required to provide citations that address at least 50% of the TEKS in order to be considered for adoption.

QUESTION: Can you confirm that the embedded correlations are only available for digital-only products? For example, if we offer a print textbook, the correlation for that would also be print.

ANSWER: All publishers are required to submit correlations using the electronic correlation template provided by TEA. In addition, publishers of electronic instructional materials are required to embed correlations within the product. Any publisher who provides print samples at the state review panel meetings must also provide printed correlations.

QUESTION: For Special Topics in Social Studies, do we also need to correlate to ELPs?

ANSWER: Yes. The ELPs are required for Special Topics in Social Studies.

QUESTION: Is a hyperlinked "index" of publisher-chosen keywords sufficient for the word search feature, or do you need full text search?

ANSWER: Each digital sample must be equipped with a word search feature that allows users to search for specific words found within the text.

QUESTION: What parts of the material need to be searchable? For example if the online material includes quizzes, would they need to be included in word search results?

ANSWER: The key word search feature must allow users to search for specific words found within the entire text.

QUESTION: Are the "Descriptions for Schools" a separate item from the Complete Descriptions, or are they a copy of the same information submitted in January?

ANSWER: They are a separate item that fully describes instructional materials submitted under *Proclamation 2017*. You may send a copy of the *Complete Description* in order to satisfy this requirement.

QUESTION: Does the requirement to make content available for eight years apply to technology-based content? For example, if we bid something that includes Office 2013, does

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that have to be kept live until 2025 when it is long phased out and replaced? Or can we put in the bid that we will have Office products and will update as new editions become available?

ANSWER: All requests for updates involving content in state-adopted instructional materials must be submitted to TEA in accordance with 19 TAC §66.75. If the change impacts TEKS coverage, it must be approved by the SBOE prior to its introduction into state-adopted instructional materials. In accordance with 19 TAC 66.10(g), publishers must agree that their electronic, web-based, or online instructional adopted materials will not be altered in any way that would remove content from the curriculum or that would change content in the curriculum without prior approval. Publishers, however, are permitted to make changes to functionality or interactivity without first seeking the approval of TEA or the SBOE.

QUESTION: Are electronic preadoption samples hosted by the publisher?

ANSWER: If a publisher provides an online sample, it must host the website where the sample is housed. Other types of electronic samples, like PDFs, will be hosted by TEA.

QUESTION: Approximately how many print samples would be required if submitting for one course?

ANSWER: Participating publishers must submit one complete, electronic, pre-adoption sample copy of all instructional materials to TEA and one to each of the ESCs. Print samples will not be accepted. Publishers may choose how to provide samples to the state review panels. If a publisher chooses to provide print samples to the state review panels, the publisher should provide enough samples for each review panel member. There are typically between three and five members on the review panel.

QUESTION: Will TEA provide a list of reputable third party vendors for this service [accessibility check]?

ANSWER: No. It is the responsibility of the publisher to ensure the accessibility check is conducted and reported to TEA.

QUESTION: Are we allowed to do the accessibility check our self if we use reports from sites like <http://wave.webaim.org/>

ANSWER: Publishers that offer electronic instructional materials must contract with a reputable third party to provide an accessibility report for each electronic component that verifies that the components follow Web Content Accessibility (WCAG) 2.0 AA standards and technical standards required by the Federal Rehabilitation Act, Section 508.

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QUESTION: When are the accessibility checks due?

ANSWER: A report produced by a reputable third party for each electronic component that verifies that the components follow Web Content Accessibility (WCAG) 2.0 AA standards and technical standards required by the Federal Rehabilitation Act, Section 508 is due from publishers to TEA by 5:00 p.m. CDT on Friday, May 5, 2017.

QUESTION: If we passed the accessibility review last proclamation, were there any changes to the accessibility list/check we need to look for *Proclamation 2017*?

ANSWER: No. At this time, the technical standards of the [Federal Rehabilitation Act, Section 508](#) and the [Web Content Accessibility \(WCAG\) 2.0 AA standards](#) have not changed since *Proclamation 2015*. Publishers who've participated in previous proclamations are still required to provide TEA with an accessibility report, produced by a reputable third party, for each electronic component.

QUESTION: Is there someone you could point me to whom I can reach out to with questions connected to digital/online materials to ensure we are in compliance with the proclamation?

ANSWER: We would encourage you to review the specific requirements in [Proclamation 2017](#), the [Questions and Answers](#), and the [Publisher Handbook](#). You may also contact the Instructional Materials and Educational Technology division at review.adoption@tea.texas.gov or (512) 463-9601 or Norma Devries in Information Technology Services at norma.devries@tea.texas.gov.

QUESTION: We have had many situations where we have attempted to provide files of adopted materials to NIMAS and they have refused to accept them because they require a request from a district/school or individual for that specific title. Will Texas make the requests prior to our trying to submit them?

ANSWER: The National Instructional Materials Access Center accepts NIMAS files from any publisher participating the Texas review and adoption process.

QUESTION: When will we be notified of the dates for this review? How long is the review period?

ANSWER: Participating publishers will be notified of the dates of the summer 2016 state review panel meetings in the spring of 2016. Typically, the review for a given course will last one week.

QUESTION: When are the summer review sessions usually held?

ANSWER: The state review panel meetings are usually held in either June, July, and/or August.

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QUESTION: How is the panel for summer review selected?

ANSWER: The State Review panel is comprised of university professors, public school teachers, parents, business and industry representatives, and other subject matter experts. Individuals wishing to serve on the State Review Panel must submit a nomination form and be eligible to serve under the TAC §66.30. Individuals are nominated to serve on the panels by SBOE members, school districts and charter schools, educational organizations, and Texas residents. The commissioner appoints the panel members in coordination with the State Board of Education.

QUESTION: How can we nominate teachers to serve on the state review committee?

ANSWER: Nomination forms are available on the TEA website at <http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=25769823489&libID=25769823587>.

QUESTION: I know some great teachers for writing new content for texts. Is there some way to connect teachers and publishers? It's so important!

ANSWER: We do not have contact information for teachers; however, you can access contact information for principals, superintendents, and district staff at <http://mansfield.tea.state.tx.us/TEA.AskTED.Web/Forms/DownloadFile2.aspx>. Please keep in mind that publishers must not contact, directly or indirectly, any person who has been appointed to serve on the state review panel, or who is being considered for appointment to the state review panel.

QUESTION: Does the final samples date, May 5, 2017, include updates needed for accessibility?

ANSWER: Yes. Corrected samples must be a final representation of the final program.

QUESTION: What is the procedure for publishers to "submit through EMAT?"

ANSWER: Publishers who already do business with TEA will access EMAT using their EMAT logins. Publishers who have not done business with TEA will not require an EMAT login. New publishers will access EMAT at <https://tea4avfaulk.tea.texas.gov/pubbid/PublisherBids.jsp>. Training sessions have been posted to the [publisher portal](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Instructional_Materials/Review_and_Adoption_Process/Videos/SOITB_Training_for_Current_Publishers/) at [http://tea.texas.gov/Curriculum and Instructional Programs/Instructional Materials/Review and Adoption Process/Videos/SOITB Training for Current Publishers/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Instructional_Materials/Review_and_Adoption_Process/Videos/SOITB_Training_for_Current_Publishers/) for current publishers and [http://tea.texas.gov/Curriculum and Instructional Programs/Instructional Materials/Review and Adoption Process/Videos/SOITB Training for New Publishers/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Instructional_Materials/Review_and_Adoption_Process/Videos/SOITB_Training_for_New_Publishers/) for new publishers.

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QUESTION: How many people can have access to EMAT per publisher? Does each company only get one login?

ANSWER: Multiple individuals from one publishing company may have access to EMAT; however, each individual has unique log-in information.

QUESTION: If you are an approved publisher (example, PFL materials) but not on EMAT, would you submit contact information via TEA website?

ANSWER: Any publisher who does not currently have EMAT access will submit contact information using a link provided on the TEA website.

QUESTION: Will LOTE review panel members be proficient in the language of the material they review?

ANSWER: Yes. State review panel members are composed of university professors, public school teachers, parents, business and industry representatives, and other subject matter experts.

QUESTION: Would changes to Chapter 66 of the TAC affect the current adoption cycle, or would they be implemented for future adoptions only?

ANSWER: The State Board of Education adopted for first reading changes to 19 TAC Chapter 66 in November 2015. You may view the archived broadcast of the meeting at http://www.adminmonitor.com/tx/tea/general_meeting/20151120/ and the proposed revisions at <http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=25769822982&libID=25769823080>. Second reading is scheduled for January 2016. We cannot predict which changes might affect the current adoption cycle.

QUESTION: Are *Supplemental Bids* for products that perhaps are not ready by April 2016 but we can submit in Jan 2017?

ANSWER: No. Supplemental bids are used when a publisher wishes to add to or replace initial *Official Bid* submissions. Supplemental bids may only be submitted for products for which an *Official Bid* was received by the deadline.

QUESTION: Will there be additional IMA funds issued to schools to cover the 269+ CTE courses that will need new textbooks?

ANSWER: The materials adopted under *Proclamation 2017* are scheduled to become available for school district use beginning in the 2017–2018 school year, which is the beginning of the

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2018–2019 Biennium. The amount of the IMA for the 2018–2019 Biennium has not yet been determined.

QUESTION: Will we receive a list of organizations participating in the Webinar?

ANSWER: No.