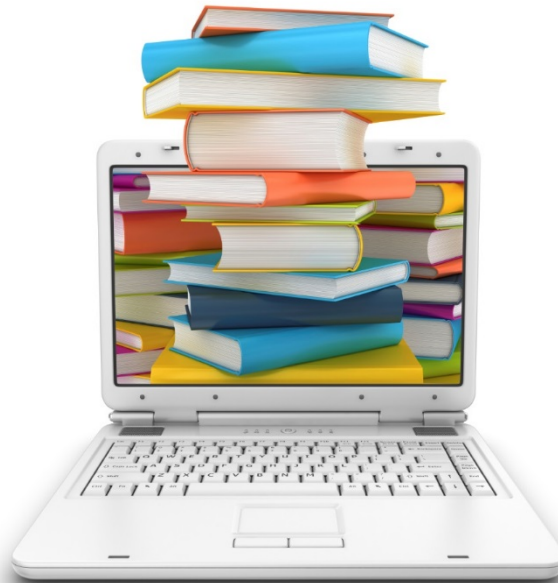


# Proclamation 2017 Webinar

## September 24, 2015



- Welcome *Kerry Ballast, Director of Educational Technology*
  
- Overview of Review and Adoption Process *Kelly Callaway, Division Director, Instructional Materials and Educational Technology*
  
- Introduction to *Proclamation 2017* *Kelly Callaway*
  
- Publisher Handbook *Amie Phillips, Director of Review and Adoption*

- Accessibility Requirements *Kelly Griffin, Director of Distribution and Accessibility*
- Texas Essential Knowledge and Skills (TEKS), English Language Proficiency Standards, and Breakouts *Shelly Ramos, Curriculum Division Director*
- Next Steps *Kelly Callaway*
- Questions *TEA Staff*

- Proclamation (April 2015)
- Statements of Intent to Bid (December 2015)
- Complete Descriptions (January 2016)
- Samples and Correlations (April 2016)
- Review Meetings (Summer 2016)
- Public Hearing (September 2016)
- Official Bids (September 2016)
- Adoption (November 2016)

- Proclamation (April 2015)
- Statements of Intent to Bid (December 2015)
- Complete Descriptions (January 2016)
- Samples and Correlations (April 2016)
- Review Meetings (Summer 2016)
- Public Hearing (September 2016)
- Official Bids (September 2016)
- Adoption (November 2016)

- Materials for Students with Print Disabilities (November 2016 and ongoing)
- Contracts (November 2016)
- Supplemental Bids (January 2017)
- Ordering (April 2017)
- Final Samples (May 2017)
- Delivery to Schools (August 2017)

- Materials for Students with Print Disabilities (November 2016 and ongoing)
- Contracts (November 2016)
- Supplemental Bids (January 2017)
- Ordering (April 2017)
- Final Samples (May 2017)
- Delivery to Schools (August 2017)

# Introduction to *Proclamation 2017*

The SBOE issued *Proclamation 2017* at its April 2015 meeting. The proclamation calls for the following:

- Languages other than English (LOTE) K–12
- Career and technical education
- Special Topics in Social Studies
- Algebraic Reasoning
- Statistics



# Introduction to *Proclamation 2017*

- Eligible instructional materials must cover at least 50% of the TEKS in both the materials intended for student use and the materials intended for teacher use, comply with applicable manufacturing and accessibility standards, and, at the time they are delivered to schools, be free from factual errors.
- Materials will be reviewed by a state review panel during summer of 2016.
- The SBOE is scheduled to vote on adopted materials at its November 2016 meeting.
- Instructional materials are scheduled to be implemented beginning in the 2017–2018 school year and funded with fiscal year 2018 appropriations.

# Introduction to *Proclamation 2017*

- Introduction
- Schedule of Adoption Procedures
- Additional Information
- Requirements of Participating Content Providers
- Student Enrollment Information by Grade Level/Course
- Texas Essential Knowledge and Skills
- English Language Proficiency Standards
- Accessibility Information
- Glossary of Terms

<http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=25769820944&libID=25769821045>



The *Publisher Handbook* is provided as a resource for publishers. It provides an overview of the review and adoption process, specific details about each deliverable, and a list of electronic resources. The *Publisher Handbook* can be found at

<http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=25769823203&libID=25769823301>.

The following deliverables will be covered today:

- Company Contact Information
- Statement of Intent to Bid
- Complete Description
- Descriptions of Submitted Instructional Materials to Schools
- Pre-Adoption Sample Instructional Materials
- Affidavit of Authorship or Contribution
- Correlation to the Texas Essential Knowledge and Skills
- Pre-Adoption Samples for State Review Panel

# Company Contact Information

Each publisher must provide the contact information for the person(s) responsible for the following:

- Instructional materials review
- Bids and contracts
- Accessible materials
- District sales
- Customer service for existing customers

The company contact information is due to TEA by 5:00 p.m. on Friday, December 11, 2015. Publishers will submit through EMAT. New publishers will submit using a link provided on the TEA website.

# *Statement of Intent to Bid*

A *Statement of Intent to Bid (SOITB)* is required for each program and course bid and must include the following:

- Program name
- Author(s)
- Class type (student, teacher, teacher system)
- Media format
- Additional formats offered (if applicable)
- Estimated TEKS coverage percentage
- Preliminary price
- Hardware required (if applicable)

*SOITBs* are due to TEA by 5:00 p.m. on Friday, December 11, 2015. Publishers will submit through EMAT. New publishers will submit using a link provided on the TEA website. All publishers must provide company contact information before entering any *SOITBs*.

# *Complete Description*

A *Complete Description* is required for each program and course bid. It lists each component that the publisher intends to submit to the state review panel. The *Complete Description* should not include ancillaries or any other components that the publisher does not intend to submit to the state review panels. The *Complete Description* must include the following:

- Program ISBN and title
- Author(s)
- Number of pages and weight (print components only)
- Class type (student, teacher, teacher system)
- Media format
- Program and component pricing
- Hardware required (if applicable)

*Complete Descriptions* are due to TEA by 5:00 p.m. on Friday, January 29, 2016. Publishers will submit through EMAT. New publishers will submit using a link provided on the TEA website.



# Descriptions for Schools

- Publishers must provide information that fully describes their submitted instructional materials to each school district and charter school.
- The information may be provided in any format but must be sent in an identical format to each district.
- Contact information for each school district and open-enrollment charter school is available on the TEA website at <http://mansfield.tea.state.tx.us/tea.askted.web/Forms/Home.aspx>.
- The descriptions are due to each district and charter school by 5:00 p.m. CST on Friday, April 15, 2016.

# Pre-adoption Samples

- Publishers must submit one complete, electronic, pre-adoption sample copy of all instructional materials to TEA and each of the education service centers (ESCs).
- Each sample must be a complete version of the final product and include all content intended to be in the final product.
- Publishers must provide access information necessary for review of the samples and the information must be valid until the final samples are submitted in May 2017. Access information will be posted to the TEA website.
- Each electronic sample must allow for multiple simultaneous users and be equipped with a word-search feature.
- Samples of electronic instructional materials must be complete versions of the final product, include all content intended to be in the final product, and be fully functional for review purposes.
- Pre-adoption samples are due by 5:00 p.m. CST on Friday, April 15, 2016.

# *Affidavit of Authorship*

- Publishers must submit one *Affidavit of Authorship* for each program bid.
- It is not necessary to submit multiple affidavits for identical programs bid for multiple courses.
- The publisher must certify that each individual whose name is listed as an author or contributor on the instructional materials contributed to the development of the instructional materials.
- The publisher will also state in general terms each author's involvement in the development of the materials.
- The *Affidavit of Authorship* will be submitted using EMAT and is due by 5:00 p.m. CST on Friday, April 15, 2016.

# Correlations to TEKS

- Correlations indicate the exact location where the publisher believes each student expectation (SE) is addressed in both the components intended for student use and the components intended for teacher use.
- TEA will provide electronic correlation templates for each course.
- Publishers of digital/electronic programs, including online programs, are also required to embed the correlations in the program.
- Each SE must be met at least twice in the components intended for student use and twice in the components intended for teacher use.

- State review panels use correlations as their primary reference as they review instructional materials.
- Correlations should be carefully constructed and accurate because poorly chosen correlations can result in a product's being determined ineligible for adoption.
- Publishers should avoid providing different citations for the teacher and student materials because it can be confusing for review panelists.
- Although TEA requires correlations to be provided electronically, review panelists may request a hard copy.
- Publishers must file electronic correlations by 5:00 p.m. CDT on Friday, April 15, 2016, with TEA and each of the ESCs.

# Samples for Review Panels

- The state review panels will meet in the summer of 2016.
- Publishers must provide additional pre-adoption samples of each student and teacher component submitted for adoption, along with their correlations.
- Publishers may provide only those items that were listed on the *Complete Description*.
- Samples for the state review panels may be print samples, electronic samples in an open file format or closed format, or galley proofs.
- All print samples must be accompanied by hard copies of the correlations.
- All samples of digital/electronic materials must have embedded correlations.
- TEA will provide detailed instructions regarding the delivery location after the meeting dates have been set.

# Questions?



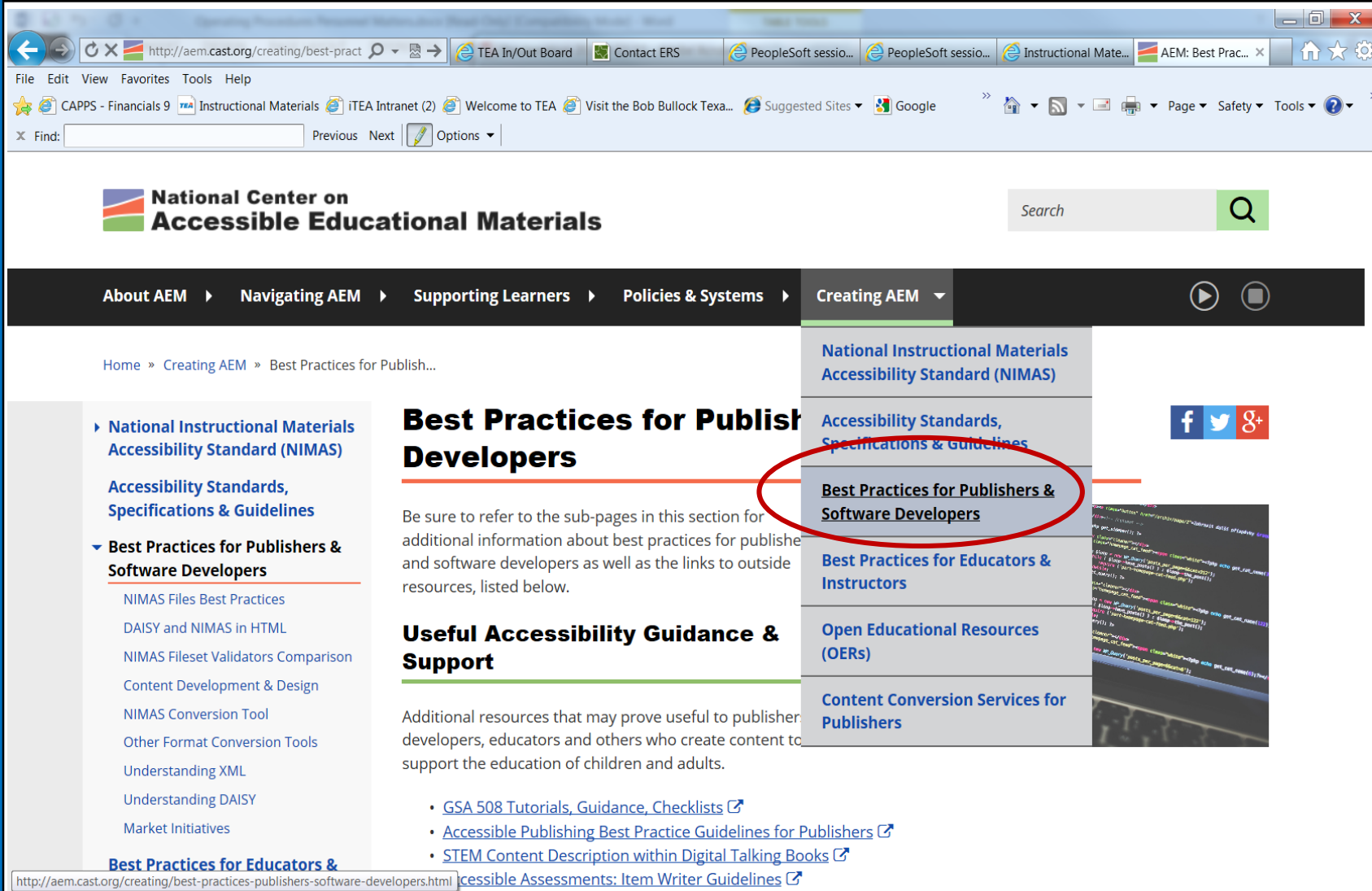
# Accessible Print Materials

- Publishers of adopted print materials must provide NIMAS files of their programs to facilitate the production of specialized formats.
- National Instructional Materials Accessibility Standard (NIMAS) is a technical standard used to produce XML-based source files, from which accessible, student-ready alternate-format versions (e.g., braille, e-text, digital talking book, large print) can be created and distributed to students with print disabilities.
- NIMAS files are required for all printed instructional materials.
- The NIMAS *Technical Specification, v1.1*, can be found at [http://aim.cast.org/experience/technologies/spec-v1\\_1](http://aim.cast.org/experience/technologies/spec-v1_1).



- New publishers should email [nimac@aph.org](mailto:nimac@aph.org) to request a publisher account.
- The National Instructional Materials Access Center (NIMAC) provides instructions regarding how to set up an account, prepare metadata correctly, and make submissions.
- Visit <http://www.nimac.us/publishers.html> for more information.
- Publishers must provide contact information of the production manager by August 4, 2016, and the contact information of the individual providing NIMAS files by November 30, 2016.

# National Center on Accessible Educational Materials



The screenshot shows a web browser window displaying the National Center on Accessible Educational Materials website. The browser's address bar shows the URL <http://aem.cast.org/creating/best-pract>. The website's header includes the TEA logo and a search bar. The main navigation menu is located at the top, with the 'Creating AEM' dropdown menu expanded. The 'Creating AEM' menu includes the following items: National Instructional Materials Accessibility Standard (NIMAS), Accessibility Standards, Specifications & Guidelines, Best Practices for Publishers & Software Developers (highlighted with a red circle), Best Practices for Educators & Instructors, Open Educational Resources (OERs), and Content Conversion Services for Publishers. The main content area features the heading 'Best Practices for Publishers & Software Developers' and a sub-heading 'Useful Accessibility Guidance & Support'. The left sidebar contains a list of links, including 'National Instructional Materials Accessibility Standard (NIMAS)', 'Accessibility Standards, Specifications & Guidelines', and 'Best Practices for Publishers & Software Developers'. The bottom of the page displays the URL <http://aem.cast.org/creating/best-practices-publishers-software-developers.html>.

TEA Texas Education Agency

National Center on Accessible Educational Materials

Search

About AEM ▸ Navigating AEM ▸ Supporting Learners ▸ Policies & Systems ▸ Creating AEM ▾

Home ▸ Creating AEM ▸ Best Practices for Publish...

▸ National Instructional Materials Accessibility Standard (NIMAS)

Accessibility Standards, Specifications & Guidelines

▾ Best Practices for Publishers & Software Developers

NIMAS Files Best Practices

DAISY and NIMAS in HTML

NIMAS Fileset Validators Comparison

Content Development & Design

NIMAS Conversion Tool

Other Format Conversion Tools

Understanding XML

Understanding DAISY

Market Initiatives

Best Practices for Educators & Instructors

Best Practices for Publishers & Software Developers

Best Practices for Educators & Instructors

Open Educational Resources (OERs)

Content Conversion Services for Publishers

## Best Practices for Publishers & Software Developers

Be sure to refer to the sub-pages in this section for additional information about best practices for publishers and software developers as well as the links to outside resources, listed below.

### Useful Accessibility Guidance & Support

Additional resources that may prove useful to publishers, developers, educators and others who create content to support the education of children and adults.

- [GSA 508 Tutorials, Guidance, Checklists](#)
- [Accessible Publishing Best Practice Guidelines for Publishers](#)
- [STEM Content Description within Digital Talking Books](#)
- [Accessible Assessments: Item Writer Guidelines](#)

<http://aem.cast.org/creating/best-practices-publishers-software-developers.html>

# Accessible Electronic Materials

Publishers that have electronic instructional materials adopted by the SBOE must contract with a reputable third party to provide a 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.

Additional information to assist with this requirement may be found in the appendix of *Proclamation 2017* in the following sections:

- General
- Resources for Designing Accessible Websites
- Resources for Closed Captioning and Audio Description

**GSA Section508.gov**

GSA Government-wide Section 508 Accessibility Program

Home »

## Accessibility News

- [How to Find Section 508 Help in Your Agency](#) - Sept. 15, 2005
- [How to host an Accessible Event](#) - Sept 8, 2015
- [The Standard and the Law](#) - Sept 1, 2015
- [SAVE THE DATE: 2015 Section 508 Interagency Accessibility Forum on Oct 20, 2015](#)

More News and Information

## I would like to ...

- [Find a Section 508 Coordinator](#)
- [Get My Section 508 Questions Answered \(FAQ\)](#)
- [Take Section 508 Training](#)
- [Look at Best Practices](#)
- [Host an Accessible Event](#)

## Combining Section508.gov and BuyAccessible.gov

### Learn



**Understand  
Section 508 Law  
and Regulations**

### Buy



**BuyAccessible  
Procurement  
and Contracting**

### Build



**Accessible  
Development  
and Repair**

### Manage



**Executives and  
Section 508  
Coordinators**

### Sell



**Vendors  
Selling  
Accessible IT**


[read more](#)


[About Us](#) [Contact Us](#) [Help](#) [Accessibility](#) [Opening PDF or DOC files](#)

[www.section508.gov/content/build](http://www.section508.gov/content/build)

# Web Accessibility Guidelines

[Skip to Content](#) | [Change text size or colors](#)





WAI: Strategies, guidelines, resources to make the Web accessible to people with disabilities

W3C Home

Web Accessibility Initiative (WAI) Home
Getting Started
Designing for Inclusion
Guidelines & Techniques
Planning & Implementing
Evaluating Accessibility
Presentations & Tutorials
Getting Involved with WAI

*Discover new resources for people with disabilities, policy makers, managers, and you!*

📄 中文 翻译

📄 icon indicates links to technical reports or other page formats without WAI site navigation.

📄 icon indicates links to off W3C WAI site.

## WAI Resources

This page lists the primary resources from WAI. For a complete list, see the [WAI Site Map](#).

### Getting Started with Web Accessibility

The Web Accessibility Initiative (WAI) develops strategies, guidelines, and resources to help make the Web accessible to people with disabilities. Please [look around the WAI website](#) and [let us know](#) if you can't find what you're looking for or have any suggestions.

### For People who Use the Web

**Better Web Browsing: Tips for Customizing Your Computer**  
Provides references to help you customize your particular web browser and computer setup, including links to detailed documentation and step-by-step guides.

**Contacting Organizations about Inaccessible Websites**  
Encourages telling organizations about accessibility barriers on their website. Provides guidance on identifying key contacts, describing the problem, and following up as needed. Includes tips and sample e-mails.

### Accessibility Basics

**Accessibility - W3C** 📄  
The first place to start for a short introduction to Web accessibility.

**Introduction to Web Accessibility**  
Introduces Web accessibility and links to additional resources.

**Essential Components of Web Accessibility**  
Shows how Web accessibility depends on several components of Web development and interaction working together and shows the relationship between the WAI guidelines: Web Content Accessibility Guidelines ([WCAG](#)), Authoring Tool Accessibility Guidelines ([ATAG](#)), and User Agent Accessibility Guidelines ([UAAG](#)).

**Developing a Web Accessibility Business Case for Your Organization**  
Presents benefits and costs of Web accessibility and includes guidance on incorporating these aspects into a specific organization's business.

#### Page Contents

- 📄 [Getting Started](#)
- 📄 [Designing for Inclusion](#)
- 📄 [Guidelines & Techniques](#)
- 📄 [Planning & Implementing](#)
- 📄 [Evaluating Accessibility](#)
- 📄 [Tutorials & Presentations](#)
- 📄 [Getting Involved with WAI](#)

# Important Dates

- **August 4, 2016**—Publishers provide contact information of production managers.
- **November 30, 2016**—Publishers provide contact information of individual responsible for providing NIMAS files.
- **January 13, 2017**—TEA informs publishers of designated braille producers.
- **January 27, 2017**—Publishers provide copies of the student materials, one copy of NIMAS files, and a screen shot from the NIMAS Validation Wizard to the designated braille producer. Publishers send required validation of NIMAS files and required teacher materials intended for student use.
- **April 21, 2017**—TEA informs publishers of the designated large print and audio producers.
- **May 5, 2017**—Publishers submit corrected student components and NIMAS files as required for print materials and the accessibility report required for all electronic components.



Please contact [review.adoption@tea.texas.gov](mailto:review.adoption@tea.texas.gov) or (512) 463-9601.

Join the review and adoption listserv at  
<https://public.govdelivery.com/accounts/TXTEA/subscriber/new>.



Thank you for attending the *Proclamation 2017* Publisher Webinar. This meeting has been recorded and will be posted to the TEA website.

