

Instructional Materials Review and Approval (IMRA) Process

Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
16		<p>If needed, reduce the number of materials on the list using the prioritization protocol:</p> <ol style="list-style-type: none"> 1. Any materials required to be reviewed by the SBOE. 2. Materials related to the most recently revised TEKS for which a Proclamation was issued. 3. Open Education Resource (OER) instructional materials 4. Highest market share based on the most recent TEKS Certification and allotment spend data. 5. Voluntary publisher submissions <ol style="list-style-type: none"> a. First year for IMRA 				

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		rubric in a subject/grade level b. Materials related to recently-revised TEKS 6. District submissions Then, place any materials removed from consideration to the list for the next review cycle.				
17					Notify publishers of selection and communicate next steps for participation.	Finalize submission packet for IMRA review.

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III. IMRA Reviewer Selection

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18		<ul style="list-style-type: none"> • Create and post reviewer application. • Share information via listservs, direct emails to known stakeholders (e.g., SBOE members, ESCs, TEKS working group members), and at subject-related conferences. 				
19	Share application with constituents and promote participation.		Share application with regional educators and promote participation.		Share application with contacts in the field and promote participation.	
20					Facilitate performance tasks and interviews and prepare a summary of the results.	
21		Review and rank applicants using the procedures approved by the SBOE.				
22		Prepare and share ranked applications for distribution to applicable SBOE member(s).				

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23	Review applicants, adjust rankings, and/or veto applicants and return to TEA.					
Repeat steps 19- 23 as needed.						
24					Form teams using the procedures approved by the SBOE.	
25					<ul style="list-style-type: none"> • Notify individuals of their appointment to a IMRA review team and request confirmation of desire to participate. • Notify alternates of their status. • Track responses and communicate team formation status to TEA at weekly check-ins. 	
26		Notify SBOE member(s) of need for replacement(s) as needed.				
27	Identify replacement(s) and send to TEA.					

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Repeat steps 24–27 as needed						
28		<ul style="list-style-type: none"> • Create summary document of team formation and demographics. • Share with the SBOE. 				

IV. IMRA Reviews

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29					Train review teams on standards alignment process, application of the IMRA Quality and Suitability rubrics, and identification of factual errors.	
30		Post instructional materials being reviewed (or access information) and public comment form to TEA and SBOE website.				

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31	<ul style="list-style-type: none"> • Promote public review of materials. • Conduct individual review or coordinate reviews with trusted advisors/content experts. • Communicate with publishers regarding desired changes 	Promote public review of materials via listservs and subject-related conferences.	Promote public review of materials in region.	Review materials and provide public comment		
32					Conduct the standards alignment review. Factual Error and Suitability flags are also noted by reviewers during this time.	Respond to TEKS alignment ratings, comments, and flags from reviewers prior to upcoming SBOE meeting.
33	Public hearing to hear public response to materials being reviewed in the current cycle.	Provide summary of current materials being reviewed.		Provide any public comment to SBOE on the current materials begin reviewed.		Respond to public testimony in their list of corrections and editorial changes before SBOE meeting.

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34					<p>Conduct Quality Review. Factual Error and Suitability flags are also noted by reviewers during this time.</p> <p>A final Suitability checklist is also completed by each reviewer.</p>	<p>Respond to quality ratings, comments, and flags from reviewers and public prior to SBOE meeting.</p>
35			Conduct verification of preliminary reports.		Facilitate publisher appeals.	
36					Prepare preliminary reports for SBOE.	
37 <i>Proposed to be the 09/24 SBOE Meeting for year 1 IMRA</i>	SBOE holds discussion and may take action to place IM on the Rejected Materials List.	<p>Present preliminary review reports to the SBOE.</p> <p>Execute and present to SBOE an after-action review on the current year's cycle, including IMRA rubrics, instructional materials selection and IMRA reviewer selection.</p>		Provide public testimony to SBOE agenda item.		<p>Respond to public testimony in their list of proposed corrections and editorial changes before next meeting.</p>
38	Meet with any publishers or stakeholders to garner feedback on				Facilitate publisher proposed corrections and revisions.	Submit proposed corrections and revisions.

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	proposed revisions or corrections.					
39					Prepare final reports, including all proposed corrections and revisions for the SBOE. **At this time proposed revisions and corrections are locked.	
40 <i>Proposed to be the 11/24 SBOE Meeting for year 1 IMRA</i>	COFB (Tuesday): Recommend to <ul style="list-style-type: none"> - place IM on the list of approved materials pending proposed revisions, - place IM on the list of rejected materials, or - take no action. Full Board (Friday): Vote to <ul style="list-style-type: none"> - place IM on the list of approved materials pending proposed revisions, - place IM on the list of rejected materials, or 	Present final review reports and recommendations to the SBOE.				

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	- take no action					
41		Publish approved and rejected list on the SBOE website and advertise via listservs and at subject-related conferences.				Begin to complete proposed revisions and corrections.
42						Submit finalized revisions and corrections.
43		Agency verifies content revisions or factual error corrections are complete. In addition, re-certifies compliance with accessibility, manufacturing standards, interoperability, and parent portal requirements.				

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44						Submit instructional materials to the National Institute Materials Access Center (NIMAC)
45		Execute and present to SBOE a final after-action review on the current year's cycle.				