

Tennessee State Textbook and Instructional Materials Quality Commission

April 20, 2015

Textbook Adoption Schedule – Section A

The Background:

State law, T.C.A. § 49-6-2202(d), requires the State Textbook and Instructional Materials Quality Commission to ‘establish appropriate deadlines for the review of textbooks and instructional materials by advisory panels and for its own review of textbooks and instructional materials.’ In accordance with this law, every year the Commission approves an annual Textbook Adoption Schedule.

At the Oct. 6, 2014 meeting, the State Textbook Commission approved the adoption schedule for the 2014-16 Textbook Cycle, Section A, for Advanced Manufacturing, Information Technology, Human Services, and Education and Training textbooks and instructional materials. Based upon feedback from educators and publishers, the schedule has been revised and is being submitted for approval by the Commission.

TENNESSEE TEXTBOOK and INSTRUCTIONAL MATERIALS ADOPTION SCHEDULE*
SECTION A
 Advanced Manufacturing, Information Technology, Human Services, Education & Training
 2014-2016

* Dates may change due to scheduling conflicts. All meeting locations will be posted on the Textbook Services website.

Dates in **red** are Textbook and Instructional Materials Commission Meeting Dates

Dates in **blue** are State Board of Education Meeting Dates

Dates in **bold** reference dates publishers should pay close attention to

Date	Item
October 6, 2014	Update Textbook Commission on Screening Instrument and Advisory Panel Selections
October 14, 2014	Call for Advisory Panel: Section A
October 20, 2014	Preliminary Notification of Invitation to Bid for Section A, Intent to Bid
November 3, 2014	Call for submission of newer editions of textbook currently on contract
Week of November 17, 2014	Approval of Advisory panel Recruitment and Application
December 8, 2014	Intent to Bid Due
December 19, 2014	Official Notification of Invitation to Bid, Section A
January 12, 2015	Pre-Bid Conference, Section A (This will be a one day conference; 2 hours devoted to process overview and up to 5 hours devoted to standards expectations and rubric overview) Content Writers and Bid Mangers for publishers expected to attend
January 30, 2015	Deadline for Advisory Panel Application Submission
February 2, 2015	Deadline for substitution submissions and Corrective Action Plans
February 11-12, 2015	Advisory Panel Review and Selection
March 3, 2015	10:00 a.m. Deadline for Delivery of OFFICIAL BIDS Section A
March 10, 2015	Correlations information shared with publishers
March 23, 2015	Meeting of State Textbook Commission, recognition of preliminary list of Textbooks and Instructional Materials Bid
May 1, 2015	All Bid Materials must be available for Review On-Line; Public Review Process begins
May 8, 2015	Deadline for: (1) Delivery of Official Sample Textbooks to State Depository, (2) Delivery of Sample Textbooks to Textbook Advisory Panel Members, and (3) Delivery of Sample Textbooks to State Textbook Commission Members (if requested)
May 9-10, 2015	Textbook Review Committee Orientation / Standards Review; Publisher Presentations
July 10, 2015	All public comment received by 12:00 PM (CST) will be shared with publishers and the advisory panel.
July 13, 2015	Advisory Panel Debriefing and Norming

July 17, 2015	Deadline for Advisory Reviews (Electronic) to be Received by Publishers
July ____, 2015	Preliminary Adoption List (Section A) Presented at State Board of Education Meeting
July 29, 2015	Deadline for Publishers' Written Responses (Electronic Submission Required) to Reviews is 12:00 PM (CST)
August 1, 2015	Advisory Panel Recommendations
August 24-25, 2015	Meeting of State Textbook Commission; Publisher Comments; Advisory Panel's final reviews
August 31, 2015	Deadline for Amendments to Free Materials Offerings
September 14, 2015	Meeting of State Textbook Commission : Recommendation of Books for Section A
October 1, 2015	Deadline for Delivery of Selected Official Samples in final format
October ____, 2015	Final Textbook Adoption List (Section A) Presented at State Board of Education Meeting
Week of November 2, 2015	OFFICIAL LIST OF TEXTBOOKS for Section A sent to Local School Systems
January 8, 2016	Deadline for Samples for Section A to be delivered to Local School Systems
January - March, 2016	Local School Systems conduct internal reviews
April 15, 2016	Deadline for Filing Local Adoption Report for Section A

TENNESSEE TEXTBOOK and INSTRUCTIONAL MATERIALS ADOPTION SCHEDULE (Draft)*

SECTION A – (Advanced Manufacturing, Information Technology, Human Services, and Education & Training)
2014-2016

October 6, 2014	Approval of Section A Schedule
October 17, 2014	Preliminary Notification of Invitation to Bid for Section A, Intent to Bid Documentation Available
November 26, 2014	Intent to Bid Due
December 2, 2014	Call for Advisory Panelists
December 22, 2014	Official Notification of Invitation to Bid, Section A
January 12, 2015	Pre-Bid Conference, Section A - Content Writers and Bid Mangers for publishers are expected to attend.
January 30, 2015	Deadline for Advisory Panel Application Submission
February 2, 2015	Deadline for Substitution Submissions and Corrective Action Plans
February 11-12, 2015	Advisory Panel Review and Selection
March 3, 2015	10:00 a.m. CST Deadline for Delivery of OFFICIAL BIDS Section A
March 10, 2015	Correlations information shared with publishers
April 20, 2015	Meeting of State Textbook Commission, recognition of Preliminary List of Textbooks and Instructional Materials Bid
May 1, 2015	All Bid Materials must be available for Review On-Line; Public Review Process Begins
May 2-3, 2015	Textbook Review Committee Orientation / Standards Review; Publisher Presentations -
May 4, 2015	Deadline for: (1) Delivery of Official Sample Textbooks to State Collection Site (MTSU James E. Walker Library, 1301 E. Main, Murfreesboro, TN 37132), (2) Delivery of Sample Textbooks to Textbook Advisory Panel Members, and (3) Delivery of Sample Textbooks to State Textbook Commission Members (if requested)
June 8, 2015	All public comments received by 12:00 PM (CST) will be shared with publishers and the advisory panelists as part of the Section 1 Reviews.
June 8-9, 2015	Sections 1 Debriefing and Review Submission; Section 2 Review Begins
June 15, 2015	Deadline for Advisory Panelists Reviews shared with Publishers
July 24, 2015	Preliminary Adoption List (Section A) Presented at State Board of Education Meeting

August 7, 2015	All public comment received by 12:00 PM (CST) will be shared with the State Textbook Commission as part of the Section 2 Reviews.
August 14, 2015	Deadline for publishers to submit revised content (both in print and online) for review
August 15-16, 2015	Publisher hearings; Advisory Panelists continue reviewing materials
August 24, 2015	Deadline for Advisory Panel's Final Recommendations (Sections 1 and 2)
August 28, 2015	Final Advisory Panelists' Reviews (Sections 1 and 2) shared with Publishers
September 4, 2015	Deadline for Publishers' Written Responses (Electronic Submission Required) to Reviews is 12:00 PM (CST)
August 31, 2015	Deadline for Amendments to Free Materials Offerings. Review of online materials will end.
September 14-15, 2015	Meeting of State Textbook Commission; Publisher Comments; Advisory Panel's Final Reviews
September 28, 2015	Meeting of State Textbook Commission: Recommendation of Books for Section A
September 29, 2015	Advisory Panelists Reviews , Public Comments and Publishers' Written Responses Available Online for Public Viewing
October 23, 2015	Final Textbook Adoption List (Section A) Presented at State Board of Education Meeting
Week of November 2, 2015	OFFICIAL LIST OF TEXTBOOKS for Section A to Local School Systems
January 8, 2016	Deadline for Samples for Section A to be delivered to Local School Systems
January - March, 2016	Local School Systems conduct internal reviews
April 15, 2016	Deadline for Filing Local Adoption Report for Section A

* Dates and places may change due to scheduling conflicts. The schedule listed here is a draft based on revisions made after receiving feedback from educators, publishers, and the Textbook Instructional Materials Commission.

Dates in **red** are Textbook and Instructional Materials Commission Meeting Dates

Dates in **blue** are State Board of Education Meeting Dates

Dates in **bold** are important dates for Publishers