

TO: TN Textbook Commission
FROM: TDOE
DATE: July 25, 2022
SUBJECT: **Recommendations for Appeals Process**

I. Publisher's Preliminary Score Reports

Score reports will be mailed the week of July 25th to all publishers who have active bids for math materials. Score reports will include all three reviews for the gateway alignment guide, standards review, and indicator presence. As a reminder, the textbook commission determined 100% passage of 2022 TN Academic Mathematics Standards in accordance with PC 990. The commission also determined an 80% threshold for materials to provide sufficient evidence of usability and application the classroom.

II. Publisher Revision of Materials

Publishers will have the opportunity between July 25th and Sept 22nd to revise their materials based on their review letter. They will have to revise any standards deficiencies to ensure they are in compliance with the 100% threshold set by the commission if a material did not meet this requirement in the rubric. In addition, they will have to demonstrate evidence for usability at 80% for the commission.

III. Publisher Notice of Intent to Appeal

Publishers will submit intents to speak through an open link that the reporting secretary will post on the website. This link will also be shared to publisher point of contacts. Publishers will request an appeals "hearing" through this link:

https://www.tn.gov/content/dam/tn/education/textbook/txtbk_request_to_speak.pdf.

IV. Publisher Appeal

During the meeting, publishers wishing to appeal will be given 10 minutes to present the revised materials in response to the deficiencies outlined in this correspondence (or 30 minutes if materials for multiple grand bands must be addressed during the appeal). A 15-minute question and answer period will be conducted with the publisher following the presentation. Then, the Textbook Commission will then take 15-30 minutes to deliberate and make a decision. The Textbook Commission may choose to consult with the department content experts to check for standards alignment or quality metric revisions.