

**WORKSHOP AGENDA**  
**TENNESSEE TEXTBOOK AND INSTRUCTIONAL MATERIALS QUALITY COMMISSION**

March 13, 2025  
10:00 a.m. CT

**Location**

In Person:  
Davy Crockett Tower  
First Floor, Conference Room 1-A  
500 James Robertson Parkway  
Nashville, Tennessee 37243-0565

**[Livestream Link](#)**

*Pursuant to Tennessee Code Annotated § 49-6-2201(k)(7), every meeting of the Textbook Commission is made available for viewing by the public by clicking this [link](#) or visiting the [Tennessee Textbook Commission Meetings and Workshop](#) webpage.*

**Textbook Commission Workshop Agenda\***

1. Introductions of Commission Members & Opening Remarks  
Dr. Linda Cash, Commission Chair
2. March 13, 2025, Commission Meeting Workshop Agenda Items  
Dr. Linda Cash, Commission Chair
3. Textbook Substitutions  
Mrs. Lee Houston, Executive Director of the Textbook Commission
4. Recognition of Schedule E Publisher Official Bid List  
Dr. Linda Cash, Commission Chair
5. Proposed Commission Policy Updates  
*Minimum Textbook Cut Scores – new Policy 2.500 (draft)*  
*Textbook and Instructional Materials Adoption Review Process – new Policy 2.600 (draft)*  
Mrs. Lee Houston, Executive Director of the Textbook Commission  
Mr. Hayden Shadden, General Counsel for the Textbook Commission
6. Schedule E Advisory Panelist Selection  
Mrs. Lee Houston, Executive Director of the Textbook Commission

**\*The Textbook Commission Meeting will begin immediately after the workshop. The Commission will adjourn (if needed) at the time announced during the workshop or meeting.**

## **MEETING AGENDA**

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#### **1. Welcome & Introductions**

- a. Call to Order  
Dr. Linda Cash, Commission Chair
- b. Roll Call  
Mr. Hayden Shadden, General Counsel for the Textbook Commission
- c. Introductions of Commission Members  
Dr. Linda Cash, Commission Chair

#### **2. Consent Items (Voice Vote)**

- a. Adoption of Agenda  
Dr. Linda Cash, Commission Chair

#### **3. Consent Items (No Vote)**

- a. Textbook Substitutions  
Mrs. Lee Houston, Executive Director of the Textbook Commission
- b. Acknowledgement of Schedule E Official Bid List  
Dr. Linda Cash, Commission Chair



#### **4. Action Items (Roll Call Vote)**

- a. Election of Chair  
Dr. Linda Cash, Commission Chair
- b. Election of Vice Chair  
Dr. Linda Cash, Commission Chair
- c. Approval of Minutes from January 24, 2025 Special Called Meeting  
Dr. Linda Cash, Commission Chair
- d. Approval of *Minimum Textbook Cut Scores – Policy 2.500*  
Dr. Linda Cash, Commission Chair
- e. Approval of *Textbook and Instructional Materials Adoption Review Process – Policy 2.600*  
Dr. Linda Cash, Commission Chair
- f. Approval of Schedule E Advisory Panelists  
Dr. Linda Cash, Commission Chair
- g. Library Materials Appeals (standing item)  
*Material Appeals occur during regularly scheduled Commission meetings per the Commission's Library Guidance Document in accordance with T.C.A. § 49-6-2201(m)(1)(A)-(D).*  
Dr. Linda Cash, Commission Chair

#### **5. Request to Speak – Public Comments**

Dr. Linda Cash, Commission Chair

#### **6. 2025 Commission Meeting Dates**

Dr. Linda Cash, Commission Chair

There will be a special called meeting on July 30, 2025.

There will be a regularly scheduled meeting on September 12, 2025.

#### **7. Other Business from the Commission**

Dr. Linda Cash, Commission Chair

#### **8. Adjournment**

Dr. Linda Cash, Commission Chair