

Agenda for materials review and discussion

This resource provides a possible agenda for leading a selection committee meeting to review materials and debrief their review.

Meeting	Purpose
Meeting #1 (2.5 hours)	Training, review curriculum #1 (see the resource titled “ Review Committee Training Agenda, Email, and Survey ” for more information)
Meeting #2 (2.5 hours)	Review curriculum #2
Meeting #3 (3 hours)	Review curriculum #3, determine what additional information we need to make a final decision

**Another option is for districts/charter networks to schedule a daylong meeting where the Review Committee receives training and reviews materials all in one sitting.*

Agenda for Meeting #2

Time and Topic	Recommended Approach
Set up procedures (10 mins)	Split the committee into small groups. Each group receives a set of materials. All groups review materials from the same curriculum.
Review and score materials (90 mins)	Before determining scores on the rubric, members of the review committee should gather evidence by: • Review the yearlong scope and sequence. • Choose one unit—review how the unit is organized. • Complete the assessment for this unit to understand the level of rigor of the materials • Review two or three lesson plans for this unit to understand how lessons are organized and how the curriculum builds knowledge across lessons toward unit goals. • Complete some daily practice problems from these lessons to understand the level of rigor of the materials. • Review resources that support teacher planning for this unit. Use the rubric to assign a score. Make sure at least one member of each small group records the evidence the group uses to make their scoring decisions.

Norm on scores (45 mins)	After the small groups complete their review, have each small group report their scores to the whole group. Use the following discussion questions as a guide: • What score did you give for this rubric row? • What evidence from the materials support your score? If groups disagree on the score for a rubric row, review the evidence together. Reach a consensus on all scores. (If the committee is not able to reach a consensus, the committee leader may need to make a final scoring decision.)
Closing (5 mins)	Collect materials and review information for the next meeting.