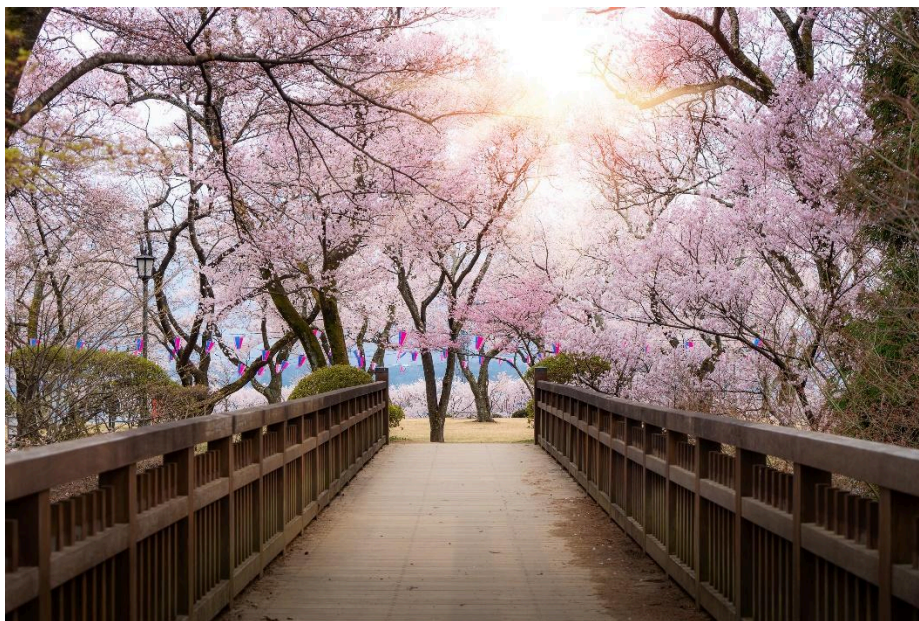




Utah State Board of Education

Utah Instructional Materials Center



Spring Program Guidebook

Career and Technology Education Materials

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INTRODUCTION

The purpose of state recommendation of instructional materials is to provide reviews of core-aligned curriculum so that districts/schools can find the very best courseware titles and eliminate instructional materials that violate Utah Code or State Board rules. The recommendation process also provides for consistent contract pricing for recommended materials. Utah reviews and recommends materials on a semiannual basis, once in the fall and once in the spring. These recommendations are provided as a useful service to educational patrons but are not intended as a mandate that local education agencies must select from. LEAs are ultimately responsible for the selection of appropriate content for instruction in their schools.

This Guidebook is intended to provide information for teachers, administrators, publishers, and educational patrons about the instructional materials review process. It provides direction and samples that are designed to give a clear understanding of the steps involved in the adoption of classroom instructional items.

Links in the Guidebook are provided for public access to current and updated documents and information.

GENERAL INFORMATION

The Utah State Instructional Materials Commission was created by the legislature in 1907, to function as a group of appointed educators and lay citizens who would ensure that Utah's schools have the best available instructional materials, and to eliminate inferior or undesirable materials. The Instructional Materials Commission was placed under the direction of the State Board of Education in 1987. The Board has charged the Commission with determining what instructional materials should be recommended for use in the public elementary and secondary schools. It is the Commission's duty to oversee the review of all submitted instructional materials. Such materials should implement the aims, purposes, and objectives of the appropriate courses of study, as determined by the State Board. Curriculum advisory committees are appointed to assist in this effort, with help from the content area specialists at the State Board of Education. The advisory committees are made up of master teachers from around the state who come together to review, in a team setting, the submitted materials.

The Commission meets twice a year to make final recommendations to the State Board of Education on the most recently reviewed material. After sending final recommendations to the State Board, the Commission posts the instructional material evaluations on the Internet where they can be accessed by districts, teachers, and parents. Then a new instructional material adoption cycle begins, which culminates at the end of the next six-month period in final recommendations of new materials to the State Board.

NOTICE OF ADOPTION/RECOMMENDATION OF INSTRUCTIONAL MATERIALS

Pursuant to law, notice is hereby given by the Utah State Superintendent of Public Instruction that the Utah State Board of Education is called to convene in Salt Lake City, Utah, to consider the adoption/recommendation of academic instructional materials for all public elementary and secondary schools of the State of Utah. The contract for this adoption/recommendation will go into effect **July 1, of the current year of review**, for a period of five years. The contract will end **5 years from the contracted year** of the materials in question on December 31st.

Spring Review Subjects- Career and Technical Education

Items submitted for Career and Technical Education (CTE) courses (Business, Family and Consumer Sciences, Financial Literacy, Health Science, Information Technology, Marketing, Technology and Engineering, Trade Technology, Work-Based Learning) will be reviewed.

Utah Core Standards

The Utah Core Standards for the content areas can be found here. [Utah Core Standards](#)

Rubrics

Rubrics can be found on the Instructional Materials website. [Instructional Materials Rubrics](#)

Materials to be Considered for Review

1. They are new in the state and have not been previously submitted
2. They have been previously adopted/recommended and the contract period is expiring
3. They are significantly different from a previous edition to not qualify for a substitution, or they have been considered "Not Reviewed, or Not Sampled" during the last adoption/recommendation period and should be evaluated again during this adoption/recommendation period. Instructional materials are defined as textbooks or materials used as, or in place of, textbooks and which may be used within the state curriculum framework for courses of study by students in public schools to include textbooks, workbooks, computer software, online courseware, and multiple forms of communication media.

Materials That Don't Qualify for Review

1. Concurrent Enrollment materials.
2. Library or trade books.
3. Reference materials.
4. Professional Development material that is not a component of an integrated system or program.
5. Galley proofs or unfinished copies of materials

Intent to Bid and Material Submissions

[Spring Instructional Materials Adoption Schedule](#)

Please refer to the Spring Adoption Schedule for Important Dates and Deadlines.

After the initial review, the Utah State Instructional Materials Commission will meet and publicly acknowledge all bid proposals that have been received and will make its recommendations to the Utah State Board of Education at that time.

After the Commission reviews the Instructional Materials Report and gives recommendations and approvals, the Utah State Board of Education will review and approve to receive the recommendations of the Utah State Instructional Materials Commission and will make its decision known within one week thereafter. The Board reserves the right to reject any and all instructional materials bid proposals. Publishers will be notified within two weeks of the Board's decision. All bidders are required to follow the procedures outlined in this reference to prepare and submit successful bids.

The Law and The Rule

The Law refers to the actual law and statutes of Utah. The Commission organization and instructions are listed under Title 53A, Chapter 14, Sections 101-106. The Rule refers to the State Board of Education Rule. State Instructional Materials Commission operating procedures are spelled out in R277-469, sections 1-12.

Spring Adoption Schedule

The Spring Adoption Schedule can be found here.

[Spring Adoption Schedule](#)

ELECTRONIC REQUIREMENTS

All materials for review are required to be submitted electronically.

Instructions on how to do this are found here. [Publisher Bid Instructions](#)

1. Materials receive a complete and quality review; publishers are required to provide the following:
2. A clear tutorial of how to use and navigate the electronic resource. The format of this tutorial may be video and/or step-by-step written instructions with screen shots and should be posted online in the Sample Instructions section of the RIMS/MIDAS database. The tutorial should accompany the delivery of samples or login instructions.
3. Access to all electronic resources is to be available during the entire evaluation period for the review committees. Access must remain open throughout the period of review, including the deliberations, and when necessary, the appeal(s).
4. Access to approved electronic resources is to be listed in RIMS.
5. Access must be provided to the entire resource and may not be limited to a sample or demo of what is included or require a subscription.
6. Access must allow the reviewer to examine the electronic resource from the point of view of a student, a teacher, and an administrator.
7. Log-in credentials for 3 reviewers per material must be provided. Publishers may allow a single login to be shared by 3 simultaneous users if it is allowed by the online program.
8. For consistency, the following credentials are suggested, but not required:
Username Password utreview1 utimc1 utreview2 utimc2 utreview3 utimc3 23
9. Provide a document stating the technology specifications for the resource. It is necessary that all stakeholders, beginning with the review committee members, know the minimum requirements necessary to use the resource. ↗ It is imperative that specifications include a list of the OS on which the resource can be used effectively. The desired operating system must be clearly noted so that arrangements can be made to secure the appropriate device ↗ Include a list of browsers that will support any web-based electronic resources to be reviewed.

Recommendation Categories

The content area advisory committees categorize each book reviewed as one of the following:

1. Recommended Primary Instructional materials that are in alignment with content, philosophy, and instructional strategies of the Core, and may be used by students as principle sources of study, provide comprehensive

- coverage of course content, and support current assessment requirements.
2. Recommended Limited Instructional materials that may be used or purchased and are in limited alignment with the Core or current assessment requirements or are narrow or restricted in their scope and sequence. If school districts or schools select and purchase materials in this category, it is recommended that they have a plan for using appropriate supplementary materials assuring coverage of Core requirements.
 3. Recommended Teacher Resource Instructional materials that may be used or purchased for use as teacher resource material only.
 4. Recommended Student Resource Instructional materials aligned to the Core that are developmentally appropriate, but not intended to be the primary instructional resource. These materials may provide valuable content information for students.
 5. Reviewed, But Not Recommended Instructional materials that may not be aligned with the Core; may be inaccurate in content; may include misleading connotations or undesirable presentation; conflict with existing law and rules; or are unsuitable for use by students. School districts are strongly cautioned against using these materials. Not Reviewed Instructional materials that are not reviewed but may be purchased consistent with the law and rule and are subject to district review, including Advanced Placement materials; International Baccalaureate materials; concurrent enrollment materials; library or trade books; reference materials; or teacher's professional materials that are not components of an integrated instructional program. Galley proofs or unfinished materials shall not be reviewed. Not Sampled Instructional materials submitted by the publisher that were incomplete when sampled, or otherwise unsatisfactory for an accurate appraisal by the committee.

Contract Information

1. You can find the Spring Instructional Materials contract on our website. [Instructional Materials Center](#)
Please upload a copy of the signed contract into RIMS. Upload it in the "Intent to Bid" tab.
2. **Don't send it via email.**

Appeal Request

Publishers who disagree with a review may submit an appeal within 30 days of the date of posting on the RIMS website. They should submit detailed lists of concerns or objections in the APPEAL sections of the posted review. Upon submission, new

review committees will be organized to consider the objections. Decisions reached by these committees are final once they are reviewed by the Instructional Materials Commission. Instructions on how to do this is located here. [Instructions for Rims.](#)

NIMAS AGREEMENT

The Instructional Materials Agreement (contract) between the Utah State Office of Education and each publisher wishing to have materials adopted states: NIMAS AGREEMENT. The Publisher agrees to prepare and submit after the Utah State Board of Education current review a NIMAS file set to the NIMAC for every basal, core, or primary text that complies with the terms and procedures set forth by the NIMAC. The files will be used to produce alternate formats as permitted under the law for students with disabilities. Should the vendor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS file sets to the NIMAC.” Publishers are required to submit files for adoption materials that are “Recommended Primary” and approved by the Utah State Board of Education. These files should be submitted to NIMAC and listed in their database. A digital identification number will be issued for every certified file in the NIMAC. **Please submit proof of NIMAS Files in RIMS.**

[Instructions for Submitting NIMAS Files](#)

TEXTBOOK DEPOSITORY POLICY

Utah State Instructional Materials Commission

Publishers are required to have adopted text materials and any related ancillary materials on deposit with a depository in the business of selling textbooks in Utah. To meet this requirement, publishers will assure that a depository location is maintained which can provide the following services in Utah: warehouse, ample numbers of texts and related ancillary materials, receive purchase orders and verify prices according to Utah textbook contracts, process return of text materials from districts or schools, maintain a location where districts or schools may pick up textbook purchases, and respond to any inquiries regarding bills and payments from districts or schools. The State Instructional Materials Commission does not designate any individual corporation or business institution as the official textbook depository. Agreements in this regard are made between textbook publishers and vending institutions.