

# FLORIDA DEPARTMENT OF EDUCATION



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**K12: 2007-101**

## MEMORANDUM

**TO:** District Superintendents

**FROM:** Cheri Pierson Yecke, Ph.D.

**DATE:** June 25, 2007

**SUBJECT:** State Instructional Materials Committee Membership and Alignment to Districts' Master In-Service Plans

The purpose of this memorandum is to detail the alignment of participation in the State Instructional Materials Committee to a district's master in-service plan and to cite statutory authority from which this alignment is derived.

Florida Statutes are specific about the training required of the State Instructional Materials Committee and also specifically address instructional materials committee work in the process for professional certificate renewal.

**Section 1006.29(5), Florida Statutes, State Instructional Materials Committees.** The department shall develop a training program for persons selected to serve on state instructional materials committees. The program shall be structured to assist committee members in developing the skills necessary to make valid, culturally sensitive, and objective decisions regarding the content and rigor of instructional materials. All persons serving on *instructional materials committees* must complete the training program prior to beginning the review and selection process.

CHERI PIERSON YECKE, PH.D.  
CHANCELLOR, K-12 PUBLIC SCHOOLS

**Section 1012.585(3)(a), Florida Statutes, Process for Renewal of Professional Certificates.**

In-service points may also be earned by participation in professional growth components approved by the State Board of Education and specified pursuant to S.1012.98, Florida Statutes, in the district's approved master plan for in-service educational training, including, but not limited to, serving as a trainer in an approved teacher training activity, serving on an *instructional materials committee* or a state board or commission that deals with educational issues, or serving on an advisory council created pursuant to S.1001.452, Florida Statutes.

The appointment of membership to the State Instructional Materials Committee (SIMC) by the Commissioner of Education is required by S.1006.29(1), Florida Statutes. The training of the SIMC is further defined in statute and requires the Department to develop an annual training program based on the subject area adoption schedule.

Membership and participation in the SIMC covers each strand of the Professional Development Protocol: 1) Planning, 2) Delivery, 3) Follow-up, and 4) Evaluation. A maximum of 60 in-service points may be awarded by districts. Additional in-service points may be awarded through demonstration of satisfactory completion of additional follow-up activities.

**1) Planning**

Members of the SIMC complete a detailed application process for membership on the SIMC. Members then receive via regular mail a SIMC Information Packet detailing the specific requirements of participation in the Committee. Further planning is supported by delivery of the Specifications Document prior to the training component. The Specifications are the essential framework of the adoption process and specify the requirements of the publishing industry. The Specifications include the Curriculum Frameworks and Sunshine State Standards for a specific subject or course. Materials must meet these requirements in order to be considered for state adoption. Members review and plan for the training delivery based on the Specifications Document.

**2) Delivery**

The actual training component is delivered via a two-day training workshop. Members receive training in:

- The adoption process.
- Instructional design for all learners including Exceptional Student Education students and English Language Learners.
- Evaluating instructional materials.
- Relevant research on effective instructional materials.
- Small group discussions and actual practice in evaluating instructional materials.

### 3) **Follow-up**

Members then apply the training components by individually reviewing and evaluating each submission based on the criteria presented at the training workshop. Each submission is reviewed using the following components:

- The subject area Specifications Document.
- The Individual State Committee Evaluation Form, including Content, Presentation, and Learning.
- The Sunshine State Standards and/or Curriculum Frameworks.
- The Correlation Chart for each submission.
- The Publisher Questionnaire for each submission.

### 4) **Evaluation**

Members then meet at a Fall Adoption Meeting with the entire subject area committee for the final evaluation process of the submission. Members meet to vote and recommend the materials for adoption. Components included in this process are:

- Publisher presentation.
- Special interest group presentation.
- Question and answer session.
- Discussion and evaluation of submission among committee members.
- Completion of the State Committee Questionnaire.
- Vote on submission.

cc: Henry Pollock, Program Director, Educator Retention  
Assistant Superintendents for Curriculum & Instruction  
District Professional Development Directors  
District Instructional Materials Administrators  
District Curriculum Coordinators  
District K-12 Reading Plan Coordinators  
District Reading First Coordinators  
District Reading Coaches