

Curriculum and Instructional Materials



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Topics of Discussion

- Partnerships
- Timeline of Creating a New Class
- Sequence of Events
- Legal and Local Policies



Partnerships

Curriculum

Finance

Human Resource

Information Systems Department

Instructional Materials Oversight Committee

Instructional Materials Coordinator

Purchasing

School Board

Technology



Curriculum

- Is a new course needed?
- At what level?
- Evaluate requested course(s) for development.
- District alignment
- Graduation requirements
- Scheduling options
- Student enrollment predictions



Needs Assessment for Program/Course

- Name of Program/Course
- Vendor
- Description of the program/course
- Content Area/Grade Level Impacted
- # of Teachers/Students Impacted
- Cost of Program
- Term of Contract
- Equal Accessibility to program/course?
- Support Items Needed?
- Measurable Objectives of program/course
- Indicators of success of program/course annually and long term

Finance

- If new instructors are needed, funding will need to be located.
- The Finance Department will need to help with the following;
 - Type of funds used.
 - Course type will often determine what type of funds can be used.
 - Local or Programmatic (ex. Perkins, State)

Human Resources

The Human Resource Department will need to be notified for staffing purposes.

The Human Resources Department will establish the following;

- Credentials for the Position
- Type of Certification
- Already Established Staff/Shift Staff
- Fill The Position

Information Systems

Work with the Information Systems department regarding the PEIMS course number to obtain student enrollment.

Information Systems will also be the department to issue the local four digit course number.



Timeline

18 months before-Establish vision of new course

1 year out-Develop course, survey students, establish PEIMS I.D. and TEKS.

6 months out-Submit course description and graduation requirements. Course catalog to printer, students sign up for course.

3 months out-Master schedule created, verify staffing, verify instructional materials.

Spring before class starts-Receive instructional materials and distribute to campuses. Update population.

Nov-Dec

**Submit course description and
course name**

Jan-Feb

**Apply for course
approval from TEA if
innovative course.
Develop local course
I.D. number**

Establishing

a

new course

July-Sept

**Work with warehouse
for shipment of books.**

May-June

**Master schedule
created. Verify
staffing.**

March-April

**Students sign up for
classes.**

**(Include instructional materials
in annual order.)**



Things to Remember

- When writing curriculum, the course should follow predetermined standards.
- If the course is a career and/or technical course, the standards can be set by business and industry standards or upper level institutions.
- The course must meet district goals, student and community needs.

CURRICULUM CONNECTION TO IMA FUNDS



Do you have an Instructional Materials Team?

Make sure team is made up of the
essential players.



Instructional Materials Coordinator

Each District has a Instructional Materials Coordinator on file with TEA. The Instructional Materials Coordinator needs to be a part of the IM Team to provide information to the team.



Purchasing

If instructional materials are a district purchase, purchasing guidelines must be adhered to.

Check with the District purchasing department to insure guidelines are followed.



Technology

Include the technology department. Make sure district resources can support instructional materials selected. (ex. Technology equipment in place, personnel to support, etc.)



School Board

Selections are submitted to School Board for approval

Districts must certify each year to the State Board of Education and Commissioner that students have access to the instructional materials that cover all the TEKS for each subject in the required curriculum.

Proclamation 2017

- CTE (Career Technical Education)
- LOTE (Languages Other Than English)
- Special Topics in Social Studies, Algebraic Reasoning and Statistics

- Scheduled for use in schools 2017-2018 school year



Instructional Materials Selection Rubric

Humble ISD Adoption Review Rubric Proclamation 2014/15

Subject: _____ Type of Resource: <input type="checkbox"/> Print Textbook <input type="checkbox"/> E-Text <input type="checkbox"/> Interactive On-line Resource <input type="checkbox"/> Other	Publisher/Vendor Name			
Rating Scale: 4=Exemplary 3=Average 2=Below Average 1=Poor				
Content (Total points in this section weighted 2 times)				
The content is accurate, factual and comprehensible.				
The content is age appropriate.				
The content is aligned with the current standards/ELPS.				
The content is free from bias.				
The content requires active learning on the part of the student.				
The content gives students more than one opportunity for mastery.				
The content can be used by teacher to deliver classroom instruction.				
The content supports the use of effective research-based instructional strategies by the teacher.				
The content is engaging.				
Content Section Total:				
Support Materials (Total points in this section weighted 1 time)				
The program has a teacher's guide.				
The program has understandable instructions.				
The instructions and help functions are easy to access.				
There are supplemental resources and ideas to extend learning.				
There are supplemental resources to extend teacher content knowledge.				
Support Materials Section Total:				
Assessment (Total points in this section weighted 1 time)				
The program has a pre-assessment.				
The program has a post-assessment.				
Assessments are aligned to standards.				
The program has a test bank of assessment questions.				
Assessment Section Total:				
Differentiation/Accommodations (Total points in this section weighted 2 times)				
ESL/Sheltered Instruction/Linguistic Accommodation Materials				
Response To Intervention Resources				
English Language Learner Resources				
Visual Accommodations				
Special Needs Resources				
Gifted and Talented Resources				
Differentiation/Accommodations Section Total:				
Grand Total:				

Instructional Materials

Establish cost of instructional materials. Obtain quotes from publishers in writing. Quotes should include all instructional materials associated (ex. workbooks, teacher or instructor editions, teacher resources, and any on-line materials)

Get School Board approval to use instructional materials. (If in local board policy.)



Instructional Materials

- The curriculum department must communicate the chosen instructional materials to the District Instructional Materials Coordinator.
- The instructional material should be ordered in time for the start of the new course. This ensures teachers have necessary resources and student instructional material.

House Bill 1474

- House Bill 1474, passed by the 84th Texas Legislature and signed into law on June 17, 2015, changed the IMA from an annual allocation to a *biennial allocation* and requires the Texas Education Agency to make the full amount available to districts on September 1 of the first year of the biennium.
- EMAT system must serve districts for *two full school years* rather than just one.

Legal and Local Policies

- Make sure legal and local policies are followed.
- Policies pertaining to instructional materials selections are:

CI

CMD

EFAA



State Policies

- TEC Chapter 31
- TAC Chapter 66
- Senate Bill 6



WEBSITES

- Texas Education Agency (TEA) <http://www.tea.state.tx.us/>.
- TEA Instructional Materials and Education Technology (IMET) <http://www.tea.state.tx.us/index2.aspx?id=3373> .
- TEA Instructional Materials Proclamations <http://www.tea.state.tx.us/index2.aspx?id=2147486662>.
- TEA Innovative Courses <http://www.tea.state.tx.us/index4.aspx?id=6079>.
- Texas Association of School Business Officials (TASBO) <http://www.tasbo.org/>.
- Instructional Materials Coordinators Association of Texas (IMCAT) <http://www.imcat.org/>.
- North Texas Instructional Materials Coordinators Association (NTTCA) <http://www.nttca.org/>.

Open Discussion

