

# Process for Public Review of Textbooks in Tennessee

## March 2016

### Overview

There are three time periods that members of the public can provide input on textbooks in Tennessee:

1. During the state review process when textbooks/materials are proposed for state review and approval
2. During the local review process when school districts review textbooks/materials and determine which to adopt
3. After textbooks/materials have been approved by the state and are on the official list of textbooks (during the entire duration of the state textbook contract)

There are also three lay members on the State Textbook and Instructional Materials Quality Commission who are appointed by the governor, speaker of the Tennessee house, and/or speaker of the Tennessee senate, and state advisory panels may include subject area/grade level experts.

### Public Input during the State Review Process

<b>When</b>	<ul style="list-style-type: none"> <li>• During the state review of textbooks and instructional materials bid for state review and approval</li> <li>• The timeline for public review and input is set by the commission in the yearly textbook adoption schedule that is posted on the Tennessee Department of Education’s (TDOE) website.</li> <li>• Members of the public will have at least 90 days to review and provide feedback on the books/materials and complete the <i>Public Comment Form</i> posted on the TDOE website.</li> </ul>
<b>What</b>	<ul style="list-style-type: none"> <li>• Textbooks/Materials bid for state review and approval; books/materials must be in final form—the same versions that would be purchased by school districts.</li> <li>• All books/materials proposed for state review and approval are available online for public review (beginning in 2015) and are also available at the state textbook depository at Middle Tennessee State University (MTSU).</li> </ul>
<b>Public Feedback</b>	<ul style="list-style-type: none"> <li>• All public comments will be posted on the TDOE website without identifying information.</li> <li>• The TDOE will send links to all public feedback to the state advisory panelists, publishers, state textbook commission, school districts, the State Board of Education (SBE) and the Tennessee General Assembly.</li> <li>• The TDOE will email members of the public who submitted feedback when the comments have been posted online and shared with the groups listed above.</li> <li>• Advisory panelists must review all public comments before issuing their recommendation to the commission.</li> <li>• Following the review of the public comments by the advisory panelists, the TDOE will email members of the public who submitted feedback and included their email address in their submitted feedback, a link to the reviews of the state advisory panelists, as well as instructions and a link to request to speak before the commission. The email shall also include links to the Tennessee General Assembly, as well as, the house and senate education committees.</li> <li>• The commission must review all public comments before issuing their recommendation to the SBE.</li> <li>• Members of the public can request to speak before the commission (by completing the form posted on the TDOE website) at their fall meeting when they consider the books/materials proposed for state adoption. Notice of commission meetings are posted on the TDOE website along with all the meeting materials. Meetings are live streamed and archived videos of the meeting and the minutes are posted online.</li> <li>• Members of the public can provide feedback about the books/materials to the SBE before their fall meeting when they vote to approve the official list of state textbooks.</li> </ul>

## Public Input during the Local Review Process

<b>When</b>	<ul style="list-style-type: none"> <li>• During the local review process when school districts review books/ materials and determine which to adopt</li> </ul>
<b>What</b>	<ul style="list-style-type: none"> <li>• Books/Materials that school districts are considering for adoption for use in their district</li> </ul>
<b>Public Feedback</b>	<ul style="list-style-type: none"> <li>• Local review committees must include parents with children enrolled in the school districts, and may also include subject area/ grade level experts.</li> <li>• The Tennessee Department of Education (TDOE) will instruct school districts to post notice of the process and timeline to apply to be on the local review committee.</li> <li>• Members of the public can submit feedback on books/materials to their local boards of education and request to speak before the board.</li> </ul>

## Public Input on Textbooks and Instructional Materials on the State Approved List

<b>When</b>	<ul style="list-style-type: none"> <li>• After the State Board of Education (SBE) has approved books/materials to be placed on the official list of state textbooks</li> </ul>
<b>What</b>	<ul style="list-style-type: none"> <li>• Books/Materials that are on the state approved list, on contract with the state (usually for a six year period) and are available for district adoption and purchase</li> </ul>
<b>Public Feedback</b>	<ul style="list-style-type: none"> <li>• Members of the public can review books/materials by contacting their local board of education, visiting the state textbook collection site at Middle Tennessee State University and/or viewing the materials posted on the department's website.</li> <li>• Members of the public can submit feedback on books/materials adopted by their local boards of education to their board and request to speak before the board.</li> <li>• Members of the public can submit feedback to the state by completing the <i>Public Comment Form</i> and/or the <i>Error Identification Form</i> posted on the department's website.</li> <li>• All public comments will be posted on the department's website without identifying information. The TDOE will send links to all public comments with publishers, the state textbook commission, school districts, the SBE, and the Tennessee General Assembly.</li> <li>• TDOE will email members of the public who submitted feedback when the comments have been posted online and shared with the groups listed above; the email will include a link to the Tennessee General Assembly and the education committees of the Tennessee house and senate.</li> <li>• The TDOE will post the publisher corrective action plans on the department's website along with the State Board of Education's action on the plans. The department and/or the board will share this information with school districts, the Tennessee General Assembly, and the members of the public who submitted the <i>Error Identification Form</i>; the email to members of the public will include a link to the Tennessee General Assembly and the education committees of the Tennessee house and senate.</li> </ul>