

Instructional Materials Review and Approval (IMRA) Process

I. IMRA Rubrics

Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
1	Determine next IMRA rubric subject areas and grade levels/courses.					
2	Provide guidance to TEA regarding any key concepts or metrics to include in new rubric(s).					
3		Convene internal subject-area working groups to develop draft rubrics.				
4		Seek internal feedback from larger group of subject-area sta .				
5		Post initial rubric draft(s), public comment forms, and focus group announcement online. Share information via listservs, direct emails to known stakeholders (e.g., SBOE members, ESCs, TEKS working group members).				

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11.A		If approved in step 10,				

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15	SBOE may, by majority vote, request materials be added to the list of materials to be included in the review cycle.	Present proposed list of materials to be included in the review cycle to the SBOE.				

III. IMRA Reviewer Selection

Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
18		Create and post reviewer application. Share information via listservs, direct emails to known stakeholders (e.g., SBOE members, ESCs, TEKS working group members), and at subject-related conferences.				
19	Share application with constituents and promote participation.		Share application with regional educators and promote participation.		Share application with contacts in the field and promote participation.	
20					Facilitate performance tasks and interviews and prepare a summary of the results.	
21		Review and rank applicants using the procedures approved by the SBOE.				
22		Prepare and share ranked applications for distribution to applicable SBOE member(s).				

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	proposed revisions or corrections.					
39					Prepare final reports, including all proposed corrections and revisions for the SBOE. **At this time proposed revisions and corrections are locked.	
40 <i>Proposed to be the 11/24 SBOE Meeting for year 1 IMRA</i>	COFB (Tuesday): Recommend to - place IM on the list of approved materials pending proposed revisions, - place IM on the list of rejected materials, or - take no action. Full Board (Friday): Vote to	Present final	Á	9 =	€ 9 ! % Ŷ	

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44						Submit instructional materials to the National Institute Materials Access Center (NIMAC)
45		Execute and present to SBOE annual after-action review on the current year's cycle.				