

STATE COMMITTEE EVALUATION FORM

Guidelines for the Review of Instructional Materials

Subject Area Committee _____

Course for which recommended _____

Publisher _____

Title of Submission _____

Directions: Use this form to independently review each submission. As part of your independent review, rate and comment on how well the submission satisfies the requirements. Ratings are as follows:

- THOROUGHLY (completely superior)
- HIGHLY (partially superior)
- ADEQUATELY (satisfactory)
- MINIMALLY (barely adequately)
- NOT AT ALL (inadequate)

ALIGNMENT TO FLORIDA'S PERSPECTIVE	Yes	No	Comments (e.g., specific examples, strengths, concerns, questions)
Alignment to Florida's Perspective - Does the submission align to the following sections of the specifications?			
1. Florida's Continuous Improvement Model: Does this submission include correlations and/or focus lessons to the math and reading assessed benchmarks?			
2. Reading in the Content Area: Does this submission support reading in the content area?			
3. Universal Design for Curriculum Access: Does this submission incorporate strategies, materials, activities, etc. that consider the special needs of all students?			
4. Florida's Vision for the Subject Area and General Description for Publishers' Submission: Has the publisher "answered the call" that was described in the vision and general description of this section of the specifications? If not, and it is your opinion that this submission should not be recommended for adoption as a result of this, please list your concerns here.			

	THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL	
CONTENT						Comments (e.g., specific examples, strengths, concerns, questions)
A. Alignment with curriculum- How well does the content align with the NEXT GENERATION SUNSHINE STATE STANDARDS for the subject, grade level, and learning outcomes?						
• How well were the correlations done?						
• Is the content thoroughly covered in the major tool?						
B. Level of Treatment - How well does the level (complexity or difficulty) of the treatment of content match the standard, student abilities and grade level, and time periods allowed for teaching?						
• How developmentally appropriate for the age and maturity level of the intended students is the content?						
C. Expertise for Content Development - How expert are the authors, reviewers, and sources that contributed to the development of the materials?						
• Do the credentials of authors reflect expertise in the subject area?						
• Do the primary and secondary sources reflect expert information for the subject, such as relevant data from research journals and other recognized scientific sources?						
D. Accuracy of Content - How accurately is the content presented?						
• Does the content remain factual and objective? Is it free of mistakes, errors, inconsistencies, contradictions within itself, and biases of interpretation? Do visuals or other elements contribute to the accuracy of text or narrative?						

	THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL	
<ul style="list-style-type: none"> Does the content correctly represent the domain of knowledge and events? Does the content include the generally accepted and prevalent theories, major concepts, laws, standards, and models used within the discipline of the subject area? 						
<ul style="list-style-type: none"> Is the presentation of content free of typographical and visual errors? 						
E. Currency of Content - Is the content up-to-date for the academic discipline and the context in which the content is presented?						
<ul style="list-style-type: none"> Are the copyright dates for photographs and other materials and editions current? Does this edition reflect more up-to-date information than earlier editions? 						
<ul style="list-style-type: none"> Do the text or narrative, visuals, photographs, and other features reflect the time period appropriate for the objectives and intended learners? 						
F. Authenticity of Content - Does the content include problem-centered connections to life in a context that is meaningful to students?						
<ul style="list-style-type: none"> Does the content make connections to the student's life situations in order to make it more meaningful? 						
<ul style="list-style-type: none"> Are there interdisciplinary connections made within the content? 						
G. Multicultural Representation - If gender, ethnicity, age, work situations, and various social groups have been portrayed, has the portrayal been fair and unbiased?						
<ul style="list-style-type: none"> Is there a balanced representation of cultures and groups in multiple settings, occupations, careers, and lifestyles? Is there an integration of social diversity throughout the instructional materials? 						

	THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL	
H. Humanity and Compassion - In the portrayal of people and animals, is there compassion, sympathy, and consideration of their needs and values? Has pornography and inhumane treatment of people and animals been avoided?						
• When providing examples in narrative or visuals, do the materials depict the care and treatment of people and animals with compassion, sympathy, and consideration?						
• In the context of personal and family values, has pornography and inhumane treatment of people and animals been avoided?						
SUMMARY ANALYSIS FOR CONTENT - In general, how well does the submission satisfy CONTENT requirements?						
PRESENTATION						Comments (e.g., specific examples, strengths, concerns, questions)
A. Comprehensiveness of Student and Teacher Resources - Are resources complete enough to address the targeted learning outcomes without requiring the teacher to prepare additional teaching materials for the course?						
• Are the student resources complete enough, labeled correctly, and have directions that are easily followed?						
• Are the components and materials available for the teacher easy to use, including licenses or agreements for copying and use of materials, description of required equipment, facilities, resources?						

	THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL
<ul style="list-style-type: none"> Do the ancillary materials support lesson planning, teaching, and learning? (background for lectures and discussions, technical terminology, reinforcement and review strategies, suggestions for individualized study, small-group and large-group presentations, scope and sequence chart for activities and planning) 					
<ul style="list-style-type: none"> Are there suggestions and approaches to adapting instruction for varying needs? 					
<ul style="list-style-type: none"> Are there guidelines and resources for alternate assessments, answer guides, sample project guides, rubrics, portfolios? 					
<ul style="list-style-type: none"> Are there materials for displays or photocopies, classroom management strategies, in-service workshops available? 					
<p>B. Alignment of Instructional Components - How well do all the components of the instructional package align with each other, as well as with the curriculum?</p>					
<ul style="list-style-type: none"> Are all the materials provided by the publisher integrated and interdependent with each other? Do they correspond with each other? 					
<p>C. Organization of Instructional Materials - Do the structure and format of the materials have enough order and clarity to allow students and teachers to access content and explicitly identify ideas and sequences?</p>					
<ul style="list-style-type: none"> Is there explicit and teachable structure to the materials? 					
<ul style="list-style-type: none"> Are there features to help in searching and locating information? (table of contents, index, goals/objectives, outlines, checklists, etc.) 					

	THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL	
<ul style="list-style-type: none"> Are there visible formats and structure? (chapter/unit titles; use of bold, italics, changes in size of type; border divisions, boxes, circles, highlighting, icons; diagrams, labels, visuals near related content, numbering of pages; introductions, summaries) 						
<ul style="list-style-type: none"> Is the pattern of organization of the content consistent and logical for the type of subject or topic? 						
D. Readability of Instructional Materials - Are the narratives and visuals appropriate to the students' abilities?						
<ul style="list-style-type: none"> Is the text organized and coherent? Are the language and concepts used familiar to students? Does the language clarify, simplify, and explain? Are logical connections made? Is the language concrete? Is the sentence structure varied? Is the active voice used? Are there specific questions or directions to guide student attention to key information? 						
<ul style="list-style-type: none"> Are the visual features clear, with good contrast? Does the paper have clean-cut edges without glare? Are the margins wide enough? Has the text been chunked? Are the visuals relevant, clear, vivid, and simple enough? Is there a suitable number of visuals and are they appropriate for the intended audience? Are graphs, charts, maps, and other visual representations integrated at the point of use? Are the colors, size of print, spacing, quantity, and type of visuals suitable for the abilities and needs of intended students? 						
E. Pacing of Content - Is the amount of content presented at one time or the pace at which it is presented of a size or rate that allows students to perceive and understand it?						
<ul style="list-style-type: none"> Are there "bite-size" chunks or blocks of information? 						

	THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL	
F. Ease of Use and Durability of Materials - Are both the print and other media formats of the materials easy to use and replace, and will they be durable enough for multiple uses over time?						
• Do the actual physical and technical qualities of materials match the description contained in the publisher's warranty? Will the materials hold up during a six-year adoption period?						
• Are the materials designed for practical use in the classroom and school environments? Are they easy to identify and store?						
• Do the technology-rich resources work properly without the purchase of additional software and do they run without error?						
SUMMARY ANALYSIS FOR PRESENTATION - In general, how well does the submission satisfy PRESENTATION requirements?						
LEARNING						Comments (e.g., specific examples, strengths, concerns, questions)
A. Motivational Strategies - How well do the materials maintain learner motivation?						
• Do the materials positively influence the expectations of students? Are there activities, tasks, or approaches to stimulate intellectual curiosity? Are there tasks related to student interests, and activities relevant to the student's life? Are the materials challenging and thought-provoking?						

	THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL	
<ul style="list-style-type: none"> Do the materials provide informative and positive feedback on progress? Are there frequent checks, examples of correct responses, and varied forms of assessments? Overall, do the materials have a pleasing appearance? 						
B. Teaching a Few “Big Ideas” - How well do these materials teach a few important ideas, concepts, or themes?						
<ul style="list-style-type: none"> Is there a focus on teaching a few big ideas? 						
<ul style="list-style-type: none"> Is there a focus on developing a deeper and more complete understanding of the major themes of the content or subject area? 						
C. Explicit Instruction - How well do the materials contain clear statements of information and outcomes?						
<ul style="list-style-type: none"> Is there a clear statement and explanation of purpose, goals, and expected outcomes? Are directions clear? Are concepts, rules, information, and terms clear? Do activities and lessons provide explicit directions? 						
<ul style="list-style-type: none"> Have terms and phrases with ambiguous meanings, confusing directions or descriptions, and inadequate explanations been avoided? 						
D. Guidance and Support - How well do the materials provide guidance and support to help students safely and successfully become more independent learners and thinkers?						
<ul style="list-style-type: none"> Has scaffolding been used successfully? Are there organized routines, advance organizers, prompts, step-by-step instructions, immediate and corrective feedback, simulations, opportunities for research provided in the materials? 						

	THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL	
<ul style="list-style-type: none"> Are the guidance and support adaptable to developmental differences and various learning styles? Have a variety of activities, as well as a variety of modalities been included? 						
E. Active Participation of Students - How well do the materials engage the physical and mental activity of students during the learning process?						
<ul style="list-style-type: none"> Do the materials include organized activities of periodic, frequent, and short assignments that are logical extensions of content, goals, and objectives? 						
<ul style="list-style-type: none"> Are students given the opportunity to respond orally or in writing? Do they have the opportunity to create visual representations, generate products, or think of new situations for applying or extending what they learn? Can they generate their own questions? Are they given choices of activities, allowed to complete discovery activities, or form their own analogies? 						
F. Targeted Instructional Strategies - How well do the materials take into consideration that different learning outcomes require different instructional strategies?						
<ul style="list-style-type: none"> Do the instructional materials match what current research shows about targeting instructional strategies for different learning outcomes? 						
<ul style="list-style-type: none"> Are the strategies complete enough to effectively teach the targeted outcomes? 						
G. Targeted Assessment Strategies - How well do the materials correlate assessment strategies to the desired learning outcomes?						

THOROUGHLY	HIGHLY	ADEQUATELY	MINIMALLY	NOT AT ALL
------------	--------	------------	-----------	------------

<ul style="list-style-type: none"> Do the assessment strategies match the learner performance requirements for the types of learning outcomes that have been targeted for the subject matter? Do the instructional materials take into consideration that different strategies are appropriate for assessing different types of learning outcomes? 	
<ul style="list-style-type: none"> Are the strategies complete enough to effectively assess the learner's performance with regard to the targeted outcome? 	

SUMMARY ANALYSIS FOR LEARNING - In general, how well does the submission satisfy LEARNING requirements?						

OVERALL EVALUATION

	Yes	No	Comments (e.g., specific examples, strengths, concerns,
1. If given the responsibility for teaching the course for which these materials were developed, do you feel confident that these materials could be used as the major tool?			
2. Does the publisher's description of the submission as recorded in the Publisher's Questionnaire correspond with the actual components submitted and reviewed?			
3. Do all the components (major tool and ancillaries) directly support the same purpose and goals?			
4. Is there enough material presented to teach this course for the length of time required? In other words, if this is a year-long course, is there enough material (lessons, activities, etc.) for a year-long course?			
5. What notations (if any) do you think should be included in the Catalog? (e.g., these materials would also be appropriate for...; these materials are especially suited for...)			