

**New Mexico Public Education Department
Program Support and Student Transportation Division
Instructional Material Bureau**

New Mexico Instructional Material Adoption Process

The goal of the Instructional Material Bureau is to provide schools access to superior instructional materials which are aligned to the New Mexico Content Standards and meets the needs of diverse student populations.

Purpose

In accordance with Instructional Material Law 22-15-8 NMSA 1978, the Instructional Material Summer Review Institute is to review, for approval by the Secretary of Education, core/basal instructional materials addressed as the State Adopted Multiple List. Materials under review must be, but not are limited to:

- Align to State Standards and/or other criteria deemed appropriate
- Reflect research-based effectiveness studies
- Guarantee “best price” for instructional materials over a six (6) year cycle

INTRODUCTION

Accountability for student learning is the key focus of New Mexico’s system of school improvement. The Public Education Department’s commitment to continuous improvement is evident in the steps taken to refine the Instructional Material Adoption process to reflect current curriculum and technology trends, No Child Left Behind requirements, High School Redesign, the Public Education Department Goals & Strategic Plan and current school data.

The alignment of the PED organizational systems has reinforced our ability to meet the educational challenges of all students. The NM Instructional Material Adoption Process was developed in recognition of our shared contributions and responsibilities to all of New Mexico’s children.

The Instructional Material Bureau's improvement initiatives sited in **New Mexico Instructional Material Adoption Framework** are based in research and driven by student performance data. The practices in this document were developed to increase student achievement and represent the most current research on rural education, long distance learning and educational technology. The provisions ensure that the accountability systems of the Public Education Department, school districts and public schools are strategically aligned to address improved student achievement across the state. It is the expectation of the Public Education Department that schools, districts, education publishers and vendors comply with all requirements and opportunities provided in within the framework.

Purpose of the State Adopted Multiple List

The Multiple List provides an array of core/basal and supplementary instructional materials for review and purchase by educational entities to enhance the delivery of instruction that will support student proficiency in meeting state standards.

Considerations are, but not limited to:

- Information and/or activities that are relevant to the student population
- Format design/structure that support teacher presentation style
- Research-based effectiveness which align to local standards
- Provide adequate professional development
- Cost effectiveness
- Address community considerations and expectations (diversity)

Funding

The New Mexico Public Education Department (PED) is authorized under Sections 22-15-1 through 22-15-31, NMSA, 1978 Compilation, to adopt a multiple list of instructional materials and distribute funds directly to local school districts, charter districts, charter schools, state supported schools, and adult basic education centers. Instructional material funding for private schools is paid directly to the New Mexico Instructional Material Depositories and in-state publishers by the PED.

Eligible Entities

Any student attending a public school, a charter school district, a charter school, a state supported school, or a private school accredited by the Public Education Department in any grade from first

through the twelfth grade of instruction is entitled to the free use of instructional material. Currently there are 846 public schools, 107 private schools, 71 charter schools, 9 state supported schools, and 38 Adult Basic Education programs which receive instructional material allocations.

Review Process

As the Public Education Department continues to align program and resources to support academic growth in our schools, and in conjunction with Secretary Garcia's directive for PED agencies to align P-20 program/resources, the instructional material review process requires adopted materials to meet a minimum of 90% alignment with New Mexico Curriculum Standards and criteria.

The adoption and review process includes the participation of educators, school administrators, community members, publishers, and vendors at the annual Instructional Material Summer Review Institute.

I. Definitions Significant to the Request for Application

A. Definitions

Adoption -approval by the Secretary of Education of a multiple list of core/basal instructional materials and a list of supplemental instructional materials for use in the schools.

Core/basal- refers to a set of subjects (reading, mathematics, science, social studies, language acquisition, comprehensive health, early childhood education, special education, physical education, vocational education, the arts, performing arts, and language arts) and materials or courses that make up the primary instructional component of a curriculum which covers all required New Mexico Curriculum Standards and Benchmarks for the content area. The primary tool of instructional material for adoption must be:

1. free of factual errors;
2. specifically align with the New Mexico Content Standards (Form G) in the following areas: K-8 Language Arts/Reading; K-8 Core Reading Intervention Programs; K-8 Modern, Classical, and Native Languages;
3. supported by research-based instructional practices with efficacy studies; and

4. related professional development activities.

Digital Learning Content- refers to technology application incorporated within the content of the core/basal instructional material. The purpose is for students to gain technology-based knowledge and skills and to apply them to all curriculum areas at all grade levels.

Educational digital media- refers to a digital system of instructional material, computer software, interactive videodisc, magnetic media, CD-ROM, DVD, computer courseware, online services, electronic medium, or other means of conveying information to the student or otherwise containing intellectual content that contributes to the learning process (not to include online direct instructional programs).

Instructional material- means school textbooks, educational digital media, electronic books, and other technology that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material, and other educational technology (not to include online direct instructional programs).

Multiple List- an adopted list of core/basal instructional materials and an adopted list of supplemental instructional materials for use in the schools approved annually, by August 1, by the Secretary of Education.

New Mexico Instructional Material Depository- by approved application, a state designated distribution point serving as an agent representing multiple publishers and other educational entities for the purpose of managing district/school instructional material orders. The depository is responsible for accounting, acquisition, storage, distribution and disposition of adopted textbooks and supplementary instructional materials.

New Mexico Regional Review Centers-is a state designated location where samples of instructional materials may be received and made available to evaluators, teachers and educational practitioners. The Review Center is responsible for storage, disposition and inventory of current adopted textbooks and supplementary instructional materials.

Online Courses/Programs- Computer based instruction in which courses use the World Wide Web as the primary delivery method of information. A text book is required and all other materials, as well as, instructional support provided by an on-site instructor.

Online Direct Instruction Courses/Programs- refers to computer based instruction in which courses use the world wide web as the primary delivery method of information. These are courses that are taught to students who are separated by time and/or space from the instructor. The

cyber instructor provides direct instruction to the student. A text book may or may not be required and all other materials, as well as communication with the instructor, are provided through the course website.

Professional Development- refers to the process of increasing the professional capabilities of staff by providing training and educational opportunities. Introducing new instructional material often means introducing new content, teaching strategies, and administrative responsibilities. The district has the responsibility to ensure that all faculty and staff participate in appropriate professional development activities that will result in the successful implementation of the written curriculum. This can include on-the-job training, outside training, or observation of the work of others. Professional development is widely recognized as a way to build the institutional capacity of a program and maintain high quality staff.

Reading Intervention Program- refers to an intervention-reading program for struggling learners. A reading program that is consistent with the core subject that incorporates high interest – low skill strategies.

Supplementary material- refers to materials used to reinforce, enrich, and/ or extend the basic program of instruction.

II. Overview of the Publisher’s Calendar for the Adoption Process

- August:** The instructional Material Bureau announces the Request for Applications describing the content area and standards for the adoption review. The information is posted on the IMB web site.
- September:** The PED provides training on the RFA requirements of the publishers’ participation in the adoption review and the alignment to content standards.
- October:** Publishers must submit formal documents/forms as described in the RFA
- December:** Publishers must submit formal documents/forms as described in the RFA
- February:** Publishers must submit formal documents/forms as described in the RFA
- May:** Publishers participate in the Adoption Review Institute
- August:** Publishers are informed of the status of their submissions as adopted or non adopted; supplemental or core/basal categories.

For further details please refer to the posted “Request For Applications” on the Instructional Material web site.

<p style="text-align: center;">Format</p>	<p style="text-align: center;">Summary of the Adoption Process</p>
<p>A.</p> <p style="text-align: center;">INSTRUCTIONAL MATERIAL ADOPTION CYCLE</p>	<p>The adoption “cycle” refers to the six year rotation of the content curriculum that is to be reviewed for alignment to curriculum standards and relevant criteria.</p>
<p>B.</p> <p style="text-align: center;">PRINT TEXT, ELECTRONIC MEDIA INSTRUCTIONAL MATERIAL REVIEW</p>	<ol style="list-style-type: none"> 1. IMB conducts the adoption review based on the content adoption cycle with opportunities for publishers to submit instructional materials for review of alignment to NM curriculum standards and relevant criteria. Substitutions of the adopted textbook are allowed after the first year of the contract when the content remains the same. All substitutions have to be approved by the IMB. 2. Publishers submit their instructional materials following the criteria and deadlines set out in the IMB Request for Proposals. 3. An independent review conducted by three highly qualified educators determines the extent of the standards alignment. 4. As a result of scoring the instructional materials, two (2) lists are formed: Core/basal and Supplementary.
<p>C.</p> <p style="text-align: center;">ELECTRONIC INSTRUCTIONAL MATERIAL REVIEW</p>	<ol style="list-style-type: none"> 1. IMB conducts the adoption review performed in a six year cycle with annual opportunities to upgrade courseware by publishers/vendors when the curricular content is not altered. All substitutions must be approved by the IMB. 2. Publishers/vendors submit their electronic instructional courses following the criteria set out in the IMB Request for Applications. 3. As a result of scoring the instructional materials, two lists are formed: Core/basal and Supplementary.
<p>D.</p> <p style="text-align: center;">AUTHORIZATION OF THE STATE ADOPTION MULTIPLE LIST</p>	<p>Pursuant to New Mexico Administrators Code 6.75.2.8 B.2f NMAC, subsequent to the review, materials will be recommended to the Secretary of Education for adoption by a panel of reviewers and department staff. The Secretary will authorize the adoption no later than August 1 of each adoption cycle.</p>

