

## IMEC PRESENTATION

<b>Title of Proposed Textbook:</b>	
<b>Author(s) of Textbook:</b>	
<b>Publisher:</b>	<b>Date of Publication:</b>
<b>Course:</b>	<b>Grade Level:</b>
<b>Presenter(s):</b>	

1. State how the content of the proposed textbook complies with the state content standards.
2. List the members of the Site Level Selection Committee and indicate their representative stakeholder identity (e.g. Site Chair, Site Administrator, Teachers, Parents, and Students).
3. List the criteria that were used to evaluate the textbook to ensure that the proposed textbook addresses the curricular needs of the students. If additional criteria were used (e.g. Internet references, lab experiments) beyond those identified in the Instructional Materials Selection Policy, how were these criteria identified?
4. Provide evidence of district wide articulation regarding the adoption of the proposed textbook.
5. If a pilot was used, describe the pilot procedures, timeline and resulting data.
6. Check sheet for documentation:

<b>Copy of proposed textbook, book, supplemental material</b>	<input type="checkbox"/>
<b>Recommendation for Textbook Approval and Adoption Form (NCR)</b>	<input type="checkbox"/>
<b>Minutes from Site Level Selection Committee Meeting(s) (1<sup>st</sup> meeting – identify need and establish criteria/2<sup>nd</sup> meeting - discuss evaluations/3<sup>rd</sup> meeting – results of pilot)</b>	<input type="checkbox"/>
<b>Evaluation Forms from each member of Site Level Selection Committee, as well as students involved in Pilot</b>	<input type="checkbox"/>
<b>Copy of the Parent Notification Letter (for Pilots)</b>	<input type="checkbox"/>
<b>Minutes from District Level Articulation Meeting(s) (If held)</b>	<input type="checkbox"/>
<b>Course Syllabus</b>	<input type="checkbox"/>
<b>Attach your written responses to Question 1-5 to this IMEC Presentation Sheet</b>	<input type="checkbox"/>