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 staff.				
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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Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
6	• Share focus group opportunities with constituents, promote public comment submission, and review and provide feedback to TEA on draft rubric(s). • Speak to trusted advisors about the rubric. • Share feedback with TEA.		Coordinate focus groups and collect regional feedback on draft rubric(s).	Participate in focus groups or provide public comment.	Facilitate a mock review using draft rubric to identify areas of ambiguity and/or duplication and to provide overall feedback on the usability of the rubric.	
7		Synthesize feedback from focus groups and public comment to create and post a second draft and a memo of changes.				
8		Survey individuals who provided public comment on the impact of changes made to the second draft.	Survey focus group participants on the impact of changes made to the second draft.	Provide feedback on revisions.	Survey mock review participants on the impact of changes made to the second draft.	
9		Finalize rubric and submit to SBOE for approval.				
10	Approve rubric or provide guidance to TEA for revisions.					

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Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
11.A		• If approved in step 10, post final rubric and move to step 12. • If not approved, move to step 11.B.				
11.B		Revise rubric based on SBOE guidance and submit to SBOE for approval. (Return to step 10 and repeat until rubric is finalized.)				

II.   Instructional Materials Selection

Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
12	Issue a proclamation, if appropriate.	Issue the annual request for instructional materials (RFIM)				
13					• Post RFIM and advertise opportunity online and via listservs, direct emails to known stakeholders (e.g., publishers, SBOE members, ESCs). • Host webinars to share opportunity, discuss requirements, and answer questions.	Respond to RFIM with submissions
14	Encourage publisher participation and consider which materials might be required to participate.	Conduct market share analysis for the subject area(s) and grade level(s)/course(s). Provide this market analysis to SBOE.			Review applications for compliance with minimum requirements and prepare compliant list.	

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Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
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.				

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Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
16		If needed, reduce the number of materials on the list using the prioritization protocol: 1. Any materials required to be reviewed by the SBOE. 2. Materials related to the most recently revised TEKS for which a Proclamation was issued. 3. Open Education Resource (OER) instructional materials 4. Highest market share based on the most recent TEKS Certification and allotment spend data. 5. Voluntary publisher submissions a. First year for IMRA				

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Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
		rubric in a subject/grade level b. Materials related to recently-revised TEKS 6. District submissions Then, place any materials removed from consideration to the list for the next review cycle.				
17					Notify publishers of selection and communicate next steps for participation.	Finalize submission packet for IMRA review.

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).				

23	Review applicants, adjust rankings, and/or veto applicants and return to TEA.					
Repeat steps 19– 23 as needed.						
24					Form teams using the procedures approved by the SBOE.	
25					- Notify individuals of their appointment to a IMRA review team and request confirmation of desire to participate. - Notify alternates of their status. - Track responses and communicate team formation status to TEA at weekly check-ins.	
26		Notify SBOE member(s) of need for replacement(s) as needed.				
27	Identify replacement(s) and send to TEA.					

Repeat steps 24–27 as needed						
28		• Create summary document of team formation and demographics. • Share with the SBOE.				

IV.   IMRA Reviews

Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
29					Train review teams on standards alignment process, application of the IMRA Quality and Suitability rubrics, and identification of factual errors.	
30		Post instructional materials being reviewed (or access information) and public comment form to TEA and SBOE website.				

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Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
31	• Promote public review of materials. • Conduct individual review or coordinate reviews with trusted advisors/content experts. • Communicate with publishers regarding desired changes	Promote public review of materials via listservs and subject-related conferences.	Promote public review of materials in region.	Review materials and provide public comment		
32					Conduct the standards alignment review. Factual Error and Suitability flags are also noted by reviewers during this time.	Respond to TEKS alignment ratings, comments, and flags from reviewers prior to upcoming SBOE meeting.
33	Public hearing to hear public response to materials being reviewed in the current cycle.	Provide summary of current materials being reviewed.		Provide any public comment to SBOE on the current materials begin reviewed.		Respond to public testimony in their list of corrections and editorial changes before SBOE meeting.

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Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
34					Conduct Quality Review. Factual Error and Suitability flags are also noted by reviewers during this time. A final Suitability checklist is also competed by each reviewer.	Respond to quality ratings, comments, and flags from reviewers and public prior to SBOE meeting.
35			Conduct verification of preliminary reports.		Facilitate publisher appeals.	
36					Prepare preliminary reports for SBOE.	
37 *Proposed to be the 09/24 SBOE Meeting for year 1 IMRA*	SBOE holds discussion and may take action to place IM on the Rejected Materials List.	Present preliminary review reports to the SBOE. Execute and present to SBOE an after-action review on the current year's cycle, including IMRA rubrics, instructional materials selection and IMRA reviewer selection.		Provide public testimony to SBOE agenda item.		Respond to public testimony in their list of proposed corrections and editorial changes before next meeting.
38	Meet with any publishers or stakeholders to garner feedback on				Facilitate publisher proposed corrections and revisions.	Submit proposed corrections and revisions.

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Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
	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 *Proposed to be the 11/24 SBOE Meeting for year 1 IMRA*	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 - place IM on the list of approved materials pending proposed revisions, - place IM on the list of rejected materials, or	Present final review reports and recommendations to the SBOE.				

Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
	- take no action					
41		Publish approved and rejected list on the SBOE website and advertise via listservs and at subject-related conferences.				Begin to complete proposed revisions and corrections.
42						Submit finalized revisions and corrections.
43		Agency verifies content revisions or factual error corrections are complete. In addition, re-certifies compliance with accessibility, manufacturing standards, interoperability, and parent portal requirements.				

Review Step	SBOE	TEA	ESCs	Stakeholders	IMRA Vendor	Publishers
44						Submit instructional materials to the National Institute Materials Access Center (NIMAC)
45		Execute and present to SBOE a final after-action review on the current year's cycle.				

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