

Agenda for Materials Review and Discussion

This resource provides a possible agenda for leading a selection committee meeting to review materials and debrief their review.

Meeting	Purpose
Meeting #1 (2.5 hours)	Training, review curriculum #1 (see the resource titled “Review Committee Training Agenda, Email, and Survey” for more information)
Meeting #2 (2.5 hours)	Review curriculum #2
Meeting #3 (3 hours)	Review curriculum #3, determine what additional information we need to make a final decision

** Another option is for districts to schedule a daylong meeting where the Review Committee receives training and reviews materials all in one sitting.*

Agenda for Meeting #2

Time & Topic	Recommended Approach
Set up procedures (10 min)	Split the committee into small groups. Each group receives a set of materials. All groups review materials from the same curriculum.
Review and score materials (90 min)	<p>Before determining scores on the rubric, members of the review committee should gather evidence by:</p> <ul style="list-style-type: none"> • Review the yearlong scope and sequence. • Choose one unit – review how the unit is organized. • Complete the assessment for this unit to understand the level of rigor of the materials • Review 2-3 lesson plans for this unit to understand how lessons are organized and how the curriculum builds knowledge across lessons toward unit goals. • Complete some daily practice problems from these lessons to understand the level of rigor of the materials. • Review resources that support teacher planning for this unit. <p>Use the rubric to assign a score. Make sure at least one member of each small group records the evidence the group uses to make their scoring decisions.</p>
Norm on scores (45 min)	<p>After the small groups complete their review, have each small group report their scores to the whole group. Use the following discussion questions as a guide:</p> <ul style="list-style-type: none"> • What score did you give for this rubric row?

	<ul style="list-style-type: none"> • What evidence from the materials support your score? <p>If groups disagree on the score for a rubric row, review the evidence together. Reach a consensus on all scores. <i>(If the committee is not able to reach a consensus, the committee leader may need to make a final scoring decision.)</i></p>
Closing (5 min)	Collect materials and review information for the next meeting.

Agenda for Meeting #3

**Follow the agenda for Meeting #2 to review the third and final curriculum. Then, complete the debrief section below.*

Time & Topic	Recommended Approach
Debrief and determine next steps (30 min)	<p>Choose from the following discussion questions:</p> <ul style="list-style-type: none"> • How are the curricula similar? How are they different? • Of our three curricula we've reviewed, which one(s) stand out? Why? • Are there any curricula that we can rule out? Why or why not? • Do we already think we know which curricula we should choose? Why or why not? • Do we feel like we need more information about any of the curricula? If so, how can we get it? <p>Options for gathering additional information about curricula:</p> <ul style="list-style-type: none"> • Contact districts that have already adopted and are using the curriculum. Ask to speak with their leaders and teachers. If possible, visit their classrooms and observe the curriculum in action. • Contact the publisher and arrange a Q&A session. • Invite teachers to review sample materials from the curriculum and get their input. • Arrange for some teachers to teach sample lessons with the materials. Get feedback from teachers and students. • Conduct a small pilot. Have teachers teach one full unit with the materials. If two curricula are being considered, have the teachers teach one unit from each curricula and share feedback. <p>End by naming next steps for information gathering and review timeline and process for making a final decision.</p>