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**Textbook Commission Rules and Policies**

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**The Background:**

In April 2014, the Tennessee General Assembly passed, and the Governor signed into law, legislation [[Public Chapter Number 981](#)] that made several changes to the state textbook review and approval process. This law will go into effect on Jan. 1, 2015. The department, in consultation with the Chairman of the Textbook Commission, has reviewed the new law and has drafted changes to the Textbook Commission rules Chapter 0520-5-1 and Commission policies, and has drafted the following new policies to align with the new law:

- 1.100- Objectives of the State Review Textbook And Instructional Materials Review Process Policy
- 1.200 – Roles and Responsibilities of the State Textbook Commission Policy
- 2.100 Publishers Policy
- 2.300 - Policies And Procedures for Free Materials & Samples
- 2.400 Publisher Corrective Action Plan Policy: The new legislation requires publishers submitting textbooks or instructional materials for possible state approval to execute an agreement “to correct all factual and editing errors found in a textbook or instructional materials, at the publisher’s expense. The publisher shall submit a corrective action plan to the department, for review and approval by the state board, within thirty (30) days of the department’s notification of the existence of errors in the textbook or instructional materials.” The department has reviewed the legislation in consultation with the Chair of the Textbook Commission and has drafted a new policy that outlines the process for, the responsibilities of the Commission, board and the department, related to the identification and notification of the existence of errors in textbooks and instructional materials.

The department has also made general clean-up revisions to any and all outdated rules and policies.

The department, in consultation with the Chairman of the Textbook Commission, has also drafted new Commission rules and policies as follows:

- 0520-5-1-.05 Condition of Sample Textbooks and Instructional Materials Rule: Added definition of ‘finished form’ as relates to textbook samples, and new language clarifying the content and format of sample textbooks and the process for publishers to submit online samples.
- 0520-5-1-.08 Publisher Corrective Action Plans Rule: Added new language clarifying what constitutes factual errors, and added new language about the process for submitting corrective action plans.

- 0520-5-1-.09 State Advisory Panels Rule: Added that the department shall develop a process for state advisory panels to review textbooks and instructional materials
- 1.300 Textbook Commission Meetings Policy: This policy includes provisions related to the following:
  - Commission member attendance at meetings, including electronic attendance and quorum
  - Notice of meetings
  - Location of meetings
  - Live streaming of meetings and archived video recordings
  - Special called meetings
  - Development of meeting agendas
  - Distribution of meeting materials
  - Voting procedures, including suspension of meeting rules and reconsideration of previous actions during meetings
  - Taking of meeting minutes
  - Meeting Rules of Order including recognition of speakers, subject of remarks, procedure for asking questions, representatives of groups, demonstrations, and enforcement of rules
- 2.100 – Publishers Policy: Added requirement that publishers shall submit samples of textbooks listed on the List of Approved State Textbooks to school districts upon request. Changed the amount of time publishers may be given to present before the state advisory panels and the Commission.
- 2.200 - Textbook and Instructional Materials Samples Policy: Added requirements and process for publishers to provide online access to textbooks and instructional materials on the state approved list.

**The Recommendation:**

The Department of Education recommends approval of the rules and the policies. The Commission Chairman concurs with this recommendation.