

**WORKSHOP AND MEETING MINUTES
STATE TEXTBOOK AND INSTRUCTIONAL MATERIALS QUALITY COMMISSION**

February 28, 2024
10:00 a.m. CT

Location

In Person:
Davy Crockett Tower
Hearing Room 1-A
500 James Robertson Pkwy
Nashville, TN 37219

Recording: [Link](#)

Textbook Commission Workshop Agenda* (commenced at 10:00 a.m.)

1. Introductions of Commission Members & Opening Remarks
Dr. Linda Cash, Commission Chair

Dr. Linda Cash	Present
Mr. Mike Bell	Present
Mr. William "Billy" Bryan	Present
Ms. Katie Capshaw	Present
Ms. Laurie Cardoza-Moore	Present
Mr. Daniel French	Present
Dr. Kathy Hickie	Present
Ms. Lee Houston	Present
Dr. Cherrye Robertson	Absent
Dr. Christy Wall (Non-voting Commissioner Designee)	Present
Ms. Nikki Jones-Wallace (Non-voting Commissioner Designee)	Absent

Quorum Confirmed

- a. Introduction of commission members and non-voting Tennessee Department of Education commissioner designee
 - b. Dr. Cash thanked the group for attending.
2. Feb. 28, 2024 Commission Meeting Workshop Agenda Items
Dr. Linda Cash, Commission Chair
 3. Section D: Advisory Panelist Selection
Ms. Virginia Mayfield, Senior Director TDOE

- a. The department gave details about the Science Review Panel Application, the Summary Report, and the Application Questions Scoring Rubric.
 - b. The commission asked why there were so few applicants and if they were compensated.
 - c. The commission suggested combining the state level and district level questions into one and adding the question “Are you teaching the subject matter you are scoring?” matter, they had not served on a committee and didn’t score well because of it.
 - d. The department explained the questions were approved by the commission and have already been answered by the applicants. Changes would require the application to be reopened and get an all-new applicant pool. The scoring rubric is based on what was used during the math adoption and can be changed. The weight on the items can be changed but, at this time, changing the items would delay the adoption process.
 - e. The commission discussed the options and decided to adjust the scoring but leave the application amendment for the next adoption cycle.
 - f. The department asked if the commission wanted to score all 47 applicants or break them down to smaller groups based on grade range (elementary, middle, or high school).
 - g. The commission decided they would score in groups of three. There would be three different viewpoints for each candidate and any ties or discrepancies could be resolved by having a fourth person also review.
 - h. The department confirmed the smaller group split would be even and will send group recommendations to the commission by the end of the week.
 - i. The commission confirmed an 80% score would be needed in order to be a valid candidate.
 - j. The department stated the packets can be ready by early next week and the scores will need to be returned before the March meeting. It will be a potential three-week turnaround to complete scoring.
 - k. The department stated the schedule D advisory council training is set for April 12 and 13 but, a March meeting would not give the department enough time to complete the 47 contracts. She suggested April 26 and 27 as new training dates.
 - l. The commission agreed to change the training dates.
4. Section D: Science Adoption – TDOE Advisory Panelist Training Input
Ms. Virginia Mayfield, Senior Director TDOE
- a. The department stated the advisory training input, per T.C.A § 49-6-2201(l)(2), the department is statutorily required to train the panelists. She quoted what the statute requirements include and asked the commission what else they would like to include.
 - b. The commission discussed adding training on specific state laws and statutes.
 - c. The department replied that the statute she previously read was specific to the work of that advisory panel and it would be up to the commission if additional content is needed during the training of the advisory panelists and the department would be able to respond to that request.
 - d. The commission decided to add a reference slide to the training module.

- e. The department confirmed the draft training module will be available for approval at the March meeting.
5. Draft the 8-year Instructional Materials Adoption Plan
Ms. Virginia Mayfield, Senior Director TDOE
- a. The department cited T.C.A. § 49-6-2202(d), spoke about the advantages of changing from 6 to 8-year plan, and discussed what was happening in the individual years. Last week, the standards for social studies passed.
 - b. The commission confirmed this change was passed in legislation and the CTE courses are now included. The gap year allows us to include more CTE, as it changes rapidly. She asked if there were any questions about moving from a 6-year cycle to an 8-year cycle. There were none.
 - c. The department asked, if the commission is comfortable with this cycle, could it be moved to a voting item so that districts can be notified. There were no objections.

Workshop session ended at 11:04 a.m.

***The Textbook Commission Meeting will begin immediately after the workshop. The Commission will adjourn (if needed) at the time announced during the workshop or meeting.**

**Textbook and Instructional Materials Quality Commission Meeting Minutes
February 28, 2024**

1. Welcome & Introductions (commenced at 11:04 a.m.)

a. Call to Order

Dr. Linda Cash, Commission Chair

b. Roll Call

Ms. Tabatha Siddiqi, Recording Secretary, Tennessee Department of Education

Dr. Linda Cash	Present
Mr. Mike Bell	Absent
Mr. William "Billy" Bryan	Present
Ms. Katie Capshaw	Present
Ms. Laurie Cardoza-Moore	Present
Mr. Daniel French	Present
Dr. Kathy Hickie	Present
Ms. Lee Houston	Present
Dr. Cherrye Robertson	Absent
Dr. Christy Wall (Non-voting Commissioner Designee)	Present
Ms. Nikki Jones-Wallace (Non-voting Commissioner Designee)	Absent

c. Introductions of Commission Members

Dr. Linda Cash, Commission Chair

2. Consent Items (Voice Vote)

a. Add to items to the agenda

Dr. Linda Cash, Commission Chair, requested a motion to add items to the agenda.

Motion to add two items to the agenda made by: Mr. William "Billy" Bryan

Motion seconded by: Dr. Kathy Hickie

Dr. Linda Cash, Commission Chair, requested a voice vote.

Approved unanimously.

b. Approval to amend the Schedule D Science Adoption Schedule to move the advisory council training from April 12 and 13 to April 26 and 27

Dr. Linda Cash, Commission Chair, requested a motion to add changing the training dates.

Motion made by: Mr. William "Billy" Bryan

Motion seconded by: Dr. Kathy Hickie
Dr. Linda Cash, Commission Chair, requested a voice vote.
Approved unanimously.

- c. Pass the Textbook state review cycle 8-year schedule as the accepted schedule for planning purposes

Dr. Linda Cash, Commission Chair, requested a motion to adopt the 8-year schedule.
Motion made by: Mr. William “Billy” Bryan
Motion seconded by: Dr. Kathy Hickie
Dr. Linda Cash, Commission Chair, requested a voice vote.
Approved unanimously.

- d. Adoption of Agenda
Dr. Linda Cash, Commission Chair

Motion to adopt the agenda made by: Mr. William “Billy” Bryan
Motion seconded by: Dr. Kathy Hickie
Dr. Linda Cash, Commission Chair, requested a voice vote.
Adoption of the agenda passed unanimously.

3. Action Items (Roll Call Vote)

- a. Approval of Minutes-September 6, 2023
Dr. Linda Cash, Commission Chair

Motion to approve the minutes made by: Mr. William “Billy” Bryan
Motion seconded by: Dr. Kathy Hickie
Dr. Linda Cash, Commission Chair, requested a roll call vote

Dr. Linda Cash	Aye
Mr. Mike Bell	Absent
Mr. William “Billy” Bryan	Aye
Ms. Katie Capshaw	Aye
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Dr. Cherrye Robertson	Absent

Approved unanimously.

- b. Approval of Science Instructional Materials Scoring Rubrics
Dr. Linda Cash, Commission Chair

Motion to approve the minutes made by: Mr. William “Billy” Bryan
 Motion seconded by: Dr. Kathy Hickie
 Dr. Linda Cash, Commission Chair, requested a roll call vote.

Dr. Linda Cash	Aye
Mr. Mike Bell	Absent
Mr. William “Billy” Bryan	Aye
Ms. Katie Capshaw	Aye
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Dr. Cherrye Robertson	Absent

Approved unanimously.

- c. Library Materials Appeals (standing item)
 Materials Appeals occur during regularly scheduled meetings per the Library Guidance provided by the Commission. Appeals will be next heard during the March convening of the Commission.
- d. Approval to amend the Schedule D Science Adoption Schedule to move the advisory council training from April 12 and 13 to April 26 and 27
 Dr. Linda Cash, Commission Chair

Motion to adopt this schedule made by: Mr. William “Billy” Bryan
 Motion seconded by: Dr. Kathy Hickie
 Dr. Linda Cash, Commission Chair, requested a roll call vote.

Dr. Linda Cash	Aye
Mr. Mike Bell	Absent
Mr. William “Billy” Bryan	Aye
Ms. Katie Capshaw	Aye
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Dr. Cherrye Robertson	Absent

Approved unanimously.

- e. Pass the Textbook state review cycle 8-year schedule as the accepted schedule for planning purposes

Motion to adopt the 8-year cycle made by: Mr. William “Billy” Bryan
 Motion seconded by: Dr. Kathy Hickie
 Dr. Linda Cash, Commission Chair, requested a roll call vote.

Dr. Linda Cash	Aye
Mr. Mike Bell	Absent
Mr. William “Billy” Bryan	Aye
Ms. Katie Capshaw	Aye
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Dr. Cherrye Robertson	Absent

Approved unanimously.

4. 2024 Meeting Dates

Regularly Scheduled Meeting: March 25, 2024 with March 27, 2024 as an alternate
 Special Call Meeting: July 18, 2024 with July 19, 2024 as an alternate
 Regularly Scheduled Meeting: October 2, 2024

The commission requested calendar invitations be sent to commission members to hold the dates and times.

The department agreed to send calendar hold invitations.

5. Other Business from the Commission

a. Library Materials Appeals-Creation of a submission form
 Dr. Linda Cash, Commission Chair

- i. The commission asked the department to draft a submission form with all of the regulations the commission passed and with all of the district processes completed for an appeals process. They confirmed it should be a PDF form that could be printed and uploaded to avoid mistakes. The form must be approved by this commission before it is active or live.
- ii. The department confirmed they will draft the form and have it prepared for review at the July meeting.

6. Meeting adjourned by Commission Chair, Dr. Linda Cash, at 11:31 a.m.

Dr. Linda Cash, Commission Chair