

# Nevada Department of Education

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## Career and Technical Education: Instructional Materials Adoption

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Readiness, Adult Learning, and Education  
Options

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# Instructional Materials Review Committee: Members

- Committee members are defined NAC 389.854
- Appointed by the superintendent of a school district
- Evaluates and recommends textbooks and electronic media
- Required members:
  - Licensed Teacher (subject-specific for secondary or elementary education)
  - School District Administrator or Curriculum Specialist
  - Parent of a pupil in the district
  - Other members the superintendent deems necessary

# Instructional Materials Review Committee: Evaluation

- Evaluation criteria is defined by NAC 389.856
- Evaluation Criteria:
  - Alignment: Compare with state courses of study and district goals.
  - Content & Presentation: Summarize organization and accuracy.
  - Quality: Assess the production quality (cover, binding, print).
  - Support Materials: Evaluate the appropriateness of supplementary materials.
  - Student Engagement: Analyze the ability to stimulate student interest.
  - Compliance: Ensure the textbook meets legal requirements (NRS 389.850).
  - Community Input: Document parent and community review opportunities.

# Instructional Materials Review Committee: Submission of Recommendations

- Submission guidelines are outlined by NAC 389.862
- Submission Requirement:
  - Recommendations for textbook or electronic media adoption must be sent to the Department of Education for review by the State Board of Education.
- Accuracy is Crucial:
  - The Department can delay a recommendation if they find incorrect or inaccurate information in the submission.

# Submission to the Board of Education

- The textbook has been reviewed by the district review committee, and the Department of Education prior to placement on the board agenda.
- The item is placed on the board agenda for approval utilizing the processes of the Department of Education.

# Forms and Rubrics

- Instructional Materials Checklist: [https://webapp-strapi-paas-prod-nde-001.azurewebsites.net/uploads/IM\\_Checklist\\_e690fa37ec.pdf](https://webapp-strapi-paas-prod-nde-001.azurewebsites.net/uploads/IM_Checklist_e690fa37ec.pdf)
- CTE Evaluation Rubric: [https://webapp-strapi-paas-prod-nde-001.azurewebsites.net/uploads/evalurubric\\_59de4825e4.pdf](https://webapp-strapi-paas-prod-nde-001.azurewebsites.net/uploads/evalurubric_59de4825e4.pdf)
- Instructional Material Evaluation Report: [https://webapp-strapi-paas-prod-nde-001.azurewebsites.net/uploads/evaluform\\_2665ab3acb.pdf](https://webapp-strapi-paas-prod-nde-001.azurewebsites.net/uploads/evaluform_2665ab3acb.pdf)

# Questions?

