Official Committee Record

Committee members will discuss and make decisions about the items listed on the Official Committee Record (Sample Committee Record is located in the right hand pocket of your folder). Department of Education staff will record the information on the Official Committee Record as decisions are made.

I. Officers
   A. Chairperson - Facilitates fall adoption meeting and guides the committee to completion of its tasks, offers equal time to all participants, considers a variety of approaches and solutions before deciding on the final one, and allows for ownership of ideas by committee members.
   B. Vice Chairperson - Serves as chairperson, if necessary.
   C. Recorder - Records decisions of committee on Committee Questionnaire at fall meeting and reads questionnaire back to committee before final vote.

II. Allotted Time for Publisher Presentations
    Each publisher is to be granted the same amount of time for the presentation of each submission. Committees should allot enough time for the presentations without allotting so much time that they will become bored and inattentive. We have learned that 30 minutes for a presentation of materials that the committee has spent months reviewing is probably too long. At the same time, a presentation of only five minutes barely provides the publisher enough time to introduce the program. However, this is a decision the committee will have to make. The committee must also consider the type of presentation when determining time allotment. For example, some categories call for a series, some call for individual courses, and some call for either or both. The committee needs to decide on the length of the presentation based on that information. The 6-8 and 9-12 committees must also decide if they want to hear the presentations by category or by publisher.

III. Public Presentations
    State Statutes allow for members of the general public or special interest groups to make presentations at the fall meetings. Should this happen, the committee needs to decide how much time will be allotted for that.

IV. Division of Labor and Management of Reviews
    This document is located in the right hand pocket of your folder. All members must evaluate every submission; however, not all committee members may feel comfortable reviewing each submission for content, presentation and learning. Think about your expertise and what would be a good fit for you. Then participate in a discussion of how the labor and management of reviews may be divided.