

STATE COMMITTEE EVALUATION FORM

DIRECTIONS: Use this form along with the criteria in the instructional materials specifications to independently review each submission.

As part of your independent review for each of the criteria, rate and comment on how well the submission satisfies the requirements. Possible ratings are as follows: ■ THOROUGHLY, ■ HIGHLY, ■ ADEQUATELY, ■ MINIMALLY, or ■ NOT AT ALL.

At your state committee meeting, you will discuss your review and agree on the summary of RATINGS, COMMENTS, and the OVERALL EVALUATION for each submission. Your committee will then VOTE for or against adoption and will make suggestions for notations to include in the Florida Catalog of Instructional Materials. Your committee's decisions will appear on one Committee Consensus Questionnaire.

IDENTIFICATION OF SUBMISSION
Subject Area Committee
Course for Which Recommended
Name of Publisher
Title of Submission

CONTENT

A. ALIGNMENT WITH CURRICULUM REQUIREMENTS

Content aligns with the state's standards for the subject, grade level, and learning outcomes.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? (Please give specific examples with page numbers. Extra space for notations is provided on page 8.)

✓ CORRELATIONS _____

✓ SCOPE _____

✓ COMPLETENESS _____

B. LEVEL OF TREATMENT OF CONTENT

The level of complexity or difficulty of content is appropriate for the standards, student abilities and grade level, and time periods allowed for teaching.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? (Please give specific examples with page numbers. Extra space for notations is provided on page 8.)

✓ OBJECTIVES _____

✓ STUDENTS _____

✓ TIME _____

C. EXPERTISE FOR CONTENT DEVELOPMENT

Expertise in the content area and in education of the intended students is reflected in the authors, reviewers, and sources that contributed to development of the materials.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ AUTHORSHIP _____

✓ SOURCES _____

D. ACCURACY OF CONTENT

Content is accurate in historical context and contemporary facts and concepts.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ OBJECTIVITY _____

✓ REPRESENTATIVENESS _____

✓ CORRECTNESS _____

E. CURRENTNESS OF CONTENT

Content is up-to-date for the academic discipline and the context in which the content is presented.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ DATES OR EDITIONS _____

✓ CONTEXT _____

✓ INFORMATION _____

F. AUTHENTICITY OF CONTENT

Content includes problem-centered connections to life in a context that is meaningful to students.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ LIFE CONNECTIONS _____

✓ INTERDISCIPLINARY TREATMENT _____

G. MULTICULTURAL REPRESENTATION

Portrayal of gender, ethnicity, age, work situations, and social groups includes multicultural fairness and advocacy.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ MULTICULTURAL FAIRNESS _____

✓ MULTICULTURAL ADVOCACY _____

H. HUMANITY AND COMPASSION

Portrayal of the appropriate care and treatment of people and animals includes compassion, sympathy, and consideration of their needs and values and excludes hard-core pornography and inhumane treatment.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ INCLUSION OF COMPASSION _____

✓ EXCLUSION OF INHUMANITY _____

SUMMARY ANALYSIS FOR CONTENT

In general, how well does the submission satisfy *CONTENT* requirements?

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

 PRESENTATION

A. COMPREHENSIVENESS OF STUDENT AND TEACHER RESOURCES

Resources are complete enough to address the targeted learning outcomes without requiring the teacher to prepare additional teaching materials for the course.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ STUDENT RESOURCES _____

✓ TEACHER RESOURCES _____

B. ALIGNMENT OF INSTRUCTIONAL COMPONENTS

All components of an instructional package align with each other, as well as with the curriculum.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issue? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ ALIGNMENT _____

C. ORGANIZATION OF INSTRUCTIONAL MATERIALS

The structure and format of materials have enough order and clarity to allow students and teachers to access content and explicitly identify ideas and sequences.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ ACCESS TO CONTENT _____

✓ VISIBLE STRUCTURE AND FORMAT _____

✓ LOGICAL ORGANIZATION _____

D. READABILITY OF INSTRUCTIONAL MATERIALS

Narrative and visuals will engage students in reading or listening as well as understanding of the content.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ LANGUAGE STYLE _____

✓ VISUAL FEATURES _____

E. PACING OF CONTENT

The amount or content presented at one time or the pace at which it is presented is of a size or rate that allows students to perceive and understand it.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issue? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ PACING _____

F. EASE OF USE OF MATERIALS

Both print and other media formats of instructional materials are easy to use and replace and are durable enough for multiple uses over time.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

- ✓ WARRANTY _____
- ✓ USE _____
- ✓ DURABILITY _____

SUMMARY ANALYSIS FOR PRESENTATION

In general, how well does the submission satisfy PRESENTATION requirements?

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

LEARNING

A. MOTIVATIONAL STRATEGIES

Instructional materials include features to maintain learner motivation.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

- ✓ EXPECTATIONS _____
- ✓ FEEDBACK _____
- ✓ APPEARANCE _____

B. TEACHING A FEW "BIG IDEAS"

Instructional materials thoroughly teach a few important ideas, concepts, or themes.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

- ✓ FOCUS _____
- ✓ COMPLETENESS _____

C. EXPLICIT INSTRUCTION

Instructional materials contain clear statements of information and outcomes.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ CLARITY OF DIRECTIONS AND EXPLANATIONS _____

✓ EXCLUSIONS OF AMBIGUITY _____

D. GUIDANCE AND SUPPORT

Instructional materials include guidance and support to help students safely and successfully become more independent learners and thinkers.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ LEVEL _____

✓ ADAPTABILITY _____

E. ACTIVE PARTICIPATION OF STUDENTS

Instructional materials will engage the physical and mental activity of students during the learning process.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ ASSIGNMENTS _____

✓ STUDENT RESPONSES _____

F. TARGETED INSTRUCTIONAL STRATEGIES

Instructional materials include the strategies known to be successful for teaching the learning outcomes targeted in the curriculum requirements.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ ALIGNMENT _____

✓ COMPLETENESS _____

G. TARGETED ASSESSMENT STRATEGIES

Instructional materials include assessment strategies known to be successful in determining how well students have achieved learning outcomes targeted in the curriculum requirements.

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

What COMMENTS, if any, do you have about the strengths or concerns for the following issues? *(Please give specific examples with page numbers. Extra space for notations is provided on page 8.)*

✓ ALIGNMENT _____

✓ COMPLETENESS _____

SUMMARY ANALYSIS FOR LEARNING

In general, how well does the submission satisfy *LEARNING* requirements?

THOROUGHLY HIGHLY ADEQUATELY MINIMALLY NOT AT ALL

OVERALL EVALUATION

1. If given responsibility for teaching the course, would you choose these materials for classroom use?

YES NO

2. What notations do you think should be included in the Catalog?

Committee Member Signature

Date

