

**Oregon Department of Education**

255 Capitol St NE  
Salem, OR 97310

DATE: April 3, 2023

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Aujalee Moore, Instructional Materials Coordinator

RE: **NOTICE - # 3**  
2023 Oregon State Adoption for Science

Category 1: Science – Grades K-5
Category 2: Science – Grades 6-8
Category 3: Science – Grades 9-12

Please review the updated information below regarding the 2023 Oregon Science Instructional Materials Adoption.

**1. Review Week**

The tentative evaluation timeline is as follows:

- Week of June 26: Evaluators review recorded publisher presentations and attend synchronous virtual Q&A sessions with publishers.
- July 3-July 8: Evaluators review digital materials and conduct individual scoring of each submission (indicated by the completion of an IMET for each program).
- Week of July 10: Three days of in-person review, group scoring, and consensus discussion.

Each submission will be required to submit a recorded presentation and will be allowed a live Q&A session with the evaluation team for each grade band. Notification of details regarding the teleconferencing platform, reserving Q&A times, and meeting protocols will be shared once they have been determined. Guidelines for the recording of publisher presentations are attached to this notice. We are unable to accommodate requests for specific days or times to hold a Q&A session with the evaluation team.

Publishers will be required to provide one full set of all materials submitted for evaluation. Instructions for shipping physical sample materials and submitting digital logins will be released with Notice #4. The review site and exact dates are to be determined and will be shared as details are finalized.

**2. Invoice Fees**

Invoices are being processed as bids are finalized and will be sent via email with payment due no later than June 16, 2023. Publishers have until April 21, 2023 to submit bid revisions. Publishers have until April 24, 2023 to officially withdraw from the adoption process without being obligated to pay the invoiced amount. If your organization withdraws after the official date, it will be obligated to pay the invoice total.

Payment options include corporate check, checks, or money orders payable to the Oregon Department of Education. Further instructions regarding payment will be present on the invoice.

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### **3. OR-IMET for Science**

The Oregon Instructional Materials Evaluation Tool for Science is being developed and will be provided by the release of Notice #4. The Oregon Instructional Materials Evaluation Tool for Science is developed to help reviewers evaluate submissions of instructional materials. The Oregon Adopted Criteria for Science will be broken into indicators and grouped to assist reviewers in scoring and increase reliability across teams. As a reminder, criteria in Part 1 and Part 2 are considered non-negotiable; programs that receive a zero on any given metric in Part 1 or Part 2 of the [adoption criteria for science instructional materials](#) will not be recommended for adoption.

### **4. Quality Criteria Documentation Reminder**

This component of the Summary Form is due on June 16, 2023, and is a required part of your submission for the Oregon Adoption.

The Quality Criteria Documentation should be submitted in PDF format *via email* to the Oregon Department of Education no later than June 16, 2023 for each category submission. Additionally, six printed copies of the Quality Criteria Documentation should be mailed to Oregon Department of Education no later than June 16, 2023.

### **5. Research-Based Documentation and Alignment**

Please review Instructional Materials Summary Form 4824 for instructions on these optional submissions for each category submitted for review. If you decide to include these for reviewers, please provide them *via email* to the Oregon Department of Education no later than June 16, 2022. Additionally, six printed copies of the Quality Criteria Documentation should be mailed to Oregon Department of Education no later than June 16, 2023.

### **6. Instructional Materials Summary Form – (Form 4824)**

The Instructional Materials Summary Form is due by 06/16/2023. Please review the 2023 Notice #2 on the [Instructional Materials Announcements and Notices](#) webpage for Form 4824. Please complete a summary form for each category submission.

### **7. Publisher Presentation Guidelines**

The 2023 Publisher Presentation Guidelines document for guidelines related to recorded publisher presentations. You can submit one video per category in which you are submitting materials. Publisher presentations are due on June 16, 2023.

## **Attachments**

- 2023 Publisher Timeline
- 2023 Publisher Presentation Guidelines

If you have further questions or need clarification, please contact Aujalee Moore.

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