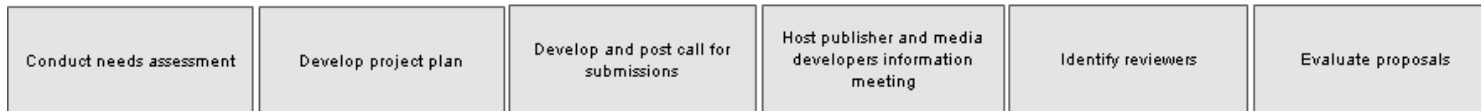
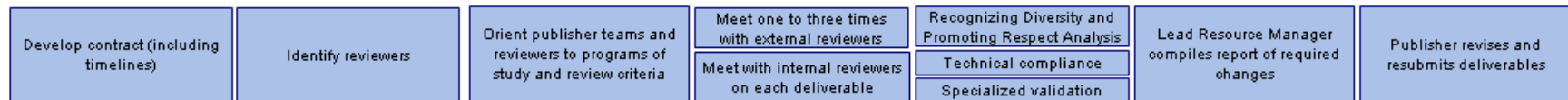


Publisher Custom-developed Resources: Review and Authorization Process

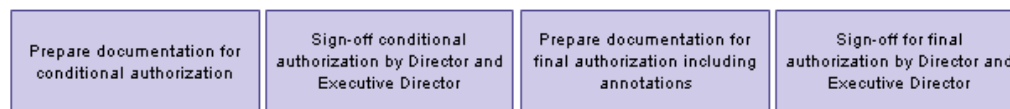
1 Prepare for custom-development process



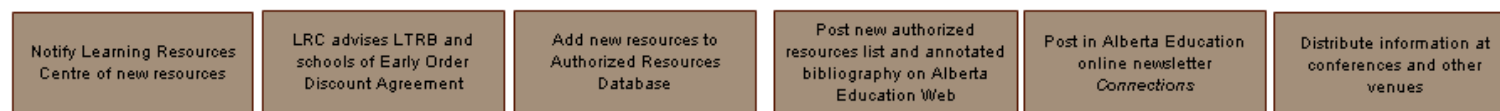
2 Develop and review deliverables



3 Authorize developed resources



4 Communicate New Authorized Resources



Learning and Teaching Resources Branch
Publisher Custom-developed Resources: Review and Authorization Process

1. Preparation

Planning

- Identify and describe resource needs from the perspectives of Alberta Education and the field, establish time lines that are aligned with the Ministry's *Implementation Schedule* and create an LTRB project plan:
 - review current and emerging resources in the marketplace
 - identify and describe resource needs/gaps
 - consult with internal and external stakeholders; i.e., the field and Alberta Education branches (Curriculum; French Language Services; Distributed Learning Resources; Learning Technologies; First Nations, Métis and Inuit Services; Learner Assessment)
 - consult with publishers
 - establish time lines
 - create a resourcing strategy and seek the Director's approval to proceed
 - develop a call; i.e., Call for Resources–CFR, Request for Proposals–RFP, Call for Proposal–CFP (potentially, translate those CFR, RFP or CFP produced in English to French)
 - develop evaluation criteria
 - through consultation with publishers, identify a reasonable development time for the creation of and response to the call
 - consult with Legal Services.

Invite Submissions

- Issue/post the Call through the Learning Resources Unit (LRU).

Publisher Information Meeting

- Hold a publisher's information meeting detailing the CFR, RFP or CFP:
 - provide the details of the vision for the resource, based on the program rationale and philosophy
 - highlight the evaluation criteria
 - outline the ongoing communication process between the publishers and Alberta Education.

Proposal Review and Selection

- Develop evaluation forms, based on the criteria outlined in the CFR, RFP or CFP.
- Identify potential reviewers; i.e., Alberta Education Managers, content experts, contractors, consultants.
- LRU receives and logs in the proposals and verifies submission completeness.

- Evaluate the proposals:
 - complete the review, using evaluation forms, discussions and consensus decision making
 - select the successful proposals
 - inform publishers of the status of their submissions
 - summarize information for the archive of the CFR, RFP or CFP file.

2. Custom Development and Review of Deliverables

Planning

- In collaboration and negotiation with Alberta Education, selected publishers create time lines for the development, review and authorization of resources (Schedule A's are drafted for the contract) that reflect the *Implementation Schedule*.
- Finalize details of the contract, including schedules/deliverables/dates and payment, where applicable.
- Solicit and select internal/expert review group(s) and external/teacher-review group(s). **Note:** These reviewers may be contracted through the Alberta Purchasing Connection prequalified vendor list or may be requested through superintendent nomination. When working on reviews, it is imperative that there be representation of the six provincial zones:
 - some teachers may bring the First Nations, Métis and Inuit (FNMI) perspective to the review
 - current models exist in mathematics, science and social studies.
- Include planning and provisions for field testing, where applicable.
- Provide orientation to the programs of study for publisher(s) and reviewers; i.e., internal/expert review group(s) and external/teacher-review group(s).
- Provide ongoing communication about the intent and requirements of the Call.
- Craft a template for evaluating manuscripts or a format for gathering review data:
 - review criteria for each deliverable, as outlined in the CFR, RFP or CFP and used consistently throughout the life of the development process; i.e., curricular congruency, instructional design, technical and physical design, Recognizing Diversity and Promoting Respect (RDPR) analysis, Aboriginal content validation, evaluating Francophone content.
- Establish an ongoing communication strategy; e.g., FAQs, access to Managers.

Review Deliverables

Two distinct review processes exist for the CFR and for the RFP and CFP. When using a CFR for the review and authorization of resources, refer to the process outlined in *Published Resources: Resource Review and Authorization Process*. The review process for both an RFP and CFP is as follows.

- Plan and dialogue about deliverables, time lines, reports and authorizations with the Assistant Director, on an ongoing basis.
- Meet regularly with external reviewers (e.g., teachers, field experts) to review deliverables; e.g., one to three times during the life of the development process.

- Meet with internal reviewers to review deliverables; i.e., all deliverables within the life of the development process.
- Reports are generated by the lead Resource Manager and communicated to the publisher.
- The lead Resource Manager and the internal/expert group meet with the publisher to discuss the contents of the report (teleconferencing or videoconferencing may also be used when distance is a factor).
- Provide further orientation to the programs of study for publisher(s), prior to the next deliverable, and reviewers (internal and external-review group(s), where applicable).
- Publisher revises and resubmits the deliverable.
Note: The review model may vary depending on the scope of the work and the subject.
- Complete the validations of content of a sensitive or controversial nature; e.g., significant references about a religion require expert validation from the religious community.

3. Authorization

Conditional Authorization

- The Conditional Authorization Manuscript Resource Review Report is produced by the lead Resource Manager and documentation is prepared by the LRU for sign off, in collaboration with the Resource Review Coordinator and the Resource Manager.
- The publisher and Alberta Education Managers are notified by the Assistant Director when the resource(s) have been given conditional authorization status (FLSB may be notified when the resource(s) are awaiting translation).

Final Authorization

- The Final Authorization Manuscript Resource Review Report is produced by the lead Resource Manager and confirms that all required changes have been made. The RDPR final report is also attached to the documentation for sign off.
- Documentation is prepared by the LRU for sign off, in collaboration with the Resource Review Coordinator and the Resource Manager.
- Authorization signatures include the:
 - lead Resource Manager
 - Director of the Learning and Teaching Resources Branch (LTRB)
 - Director of the branch that initiated the Call or Request
 - Executive Director, Resource Sector, Program Development and Standards Division.
- The publisher and Alberta Education Managers/Directors are notified by the Assistant Director when the resource(s) have been given final authorization status as student basic, student support or teaching resources.

4 Communication

- The LRU notifies the Learning Resources Centre (LRC) of new authorizations and withdrawals.
- The LRC advises the field of the early order discount agreement with the publisher.
- Annotations are written by the lead Resource Manager, in collaboration with editors in the Document Production Unit (DPU), for all student basic, student support and teaching resources.
- Add newly authorized resources to Authorized Resources Database (<http://www.education.gov.ab.ca/lrdb/>).
- Post the authorized resource list and annotated bibliography to the Alberta Education Web site (www.education.ab.ca).
- Communicate information about the newly authorized resources to teachers and administrators through the *Connection: Information for Teachers* newsletter.
- Distribute the Authorized Resources Database Web site link and the authorized resources list and annotated bibliography at conferences and other venues.