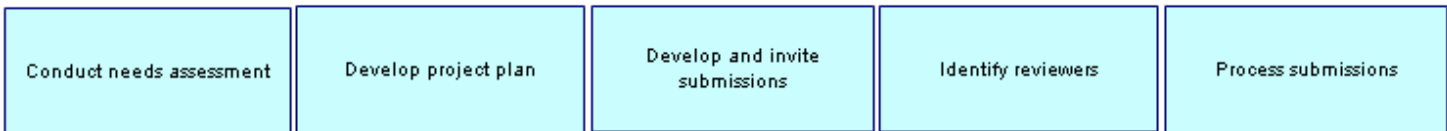
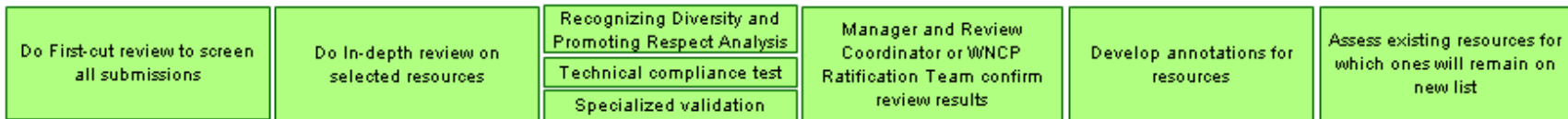


Published Resources: Review and Authorization Process

1 Prepare for review



2 Review submissions



3 Authorize selected resources



4 Communicate availability of new resources



Learning and Teaching Resources Branch
Published Resources: Review and Authorization Process

1. Preparation

Orientation to Process

- Meet with the Assistant Director, Resource Reviews and Approvals, to review the *Implementation Schedule* for the parameters of projects, based on budget and timelines.
- Meet with the Resource Review Coordinator to gain an understanding of the review process, roles and responsibilities.

Initiate Planning

- Complete a needs assessment to:
 - identify and describe resource needs from the perspective of both Alberta Education and the field
 - establish time lines aligned with the ministry's implementation schedule
 - include information in a project plan; i.e.,
 - Review currently listed authorized student basic, student support and teaching resources for congruency and alignment to the new program of studies and identify resources to be withdrawn or retained from the list (an updated list may accessed at www.education.gov.ab.ca/lrdb).
 - Meet with the Assistant Director, Learning Resources Unit (LRU); Resource Review Coordinator; Annotation Coordinator and Resource Manager to plan and review the time line and clarify roles and responsibilities. The Resource Manager invites colleagues from other Alberta Education branches sectors or divisions who may benefit from participation. (e.g. FLSB, Curriculum, LTB, DLRB, LA)

Invite Submissions

- Develop Calls for Resources (CFR), Calls for Proposals (CFP), Requests for Proposals (RFP) and/or Bring-in requests.
- Establish a CFR, CFP or RFP number.
- Prepare French CFR, CFP, if required. French translations of these documents, excluding RFPs, are completed by the LRU Resource Manager to ensure French resources are identified and reviewed by the French Language Services Branch (FLSB).
- Issue or post the Call(s) or Request(s).

Prepare for Review

- Develop evaluation forms (i.e., First-cut and In-depth Summary), using the criteria provided in the CFR, CFP or RFP.
- Send requests to superintendents so that they may identify potential reviewers for the First-cut and In-depth reviews (i.e., internal or external) [Note that protocols for working with teachers must be followed such as acquiring superintendent approval and when applicable following LTRB contracting procedures.]

Receive and Process Submissions

- Receive the Intent to Submit forms from publishers and project how many reviewers should be brought in.
- Receive and process the student and teaching resources and update the LRU database.
- Choose reviewers and prepare a notification of meeting and agenda.

2. Resource Review

First-cut Review

- Orient the First-cut Resource Review Team (internal and/or external members), including Recognizing Diversity and Promoting Respect (RDPR) awareness information.
- Complete the First-cut evaluations of the student basic, student support and teaching resources.
- Process the resources; i.e., potential, ineligible, not suitable.

In-depth Review

- Orient the In-depth Resource Review Team (internal and/or external members), including RDPR awareness information, if it has not been shared at the First-cut orientation meeting.
- Complete the In-depth evaluations of the student basic, student support and teaching resources.
- Prepare the Request for Service forms for RDPR and the Technical Compliance Test, if applicable, for the resources that were retained.

RDPR Review

- Complete the RDPR analysis of the resources.

Technical Compliance Test

- Technical Compliance Test is completed by the Learning Technologies Branch (LTB), if applicable.

Specialized Validations

- Complete any validations (e.g., content expert, Aboriginal content validation, Francophone validation), if required.

Confirmation of Review Results

- Have the Resource Manager and Review Coordinator or WNCP Ratification Team review the resource documentation, confirm the evaluation results and make recommendations for authorization to directors. (The WNCP resources are authorized by WNCP directors).

Assessment of Currently Authorized Resources

- Review currently authorized student basic, student support and teaching resources to confirm those resources that are to be retained or may require a change of status; e.g., those being withdrawn.

Annotations

- Annotation data is produced by the reviewing teachers, and written by the Resource Manager, prepared for edit by the Annotation Coordinator and edited by the Document Production Unit (DPU), in collaboration with the Resource Manager, for all student basic, student support and teaching resources to be given authorization status.
- The Annotation Coordinator works with DPU and the Quality Assurance Coordinator to finalize annotations.
- In the WNCP reviews, the Ratification Team reviews and edits annotations that have been drafted by teacher-reviewers.

3. Authorization

Prepare Documentation

- The Resource Manager and the Resource Coordinator review and confirm the evaluation results, annotation(s), status and grade level of the resource(s).
- Documentation is prepared for sign off by the LRU.
- The Resource Manager and the Resource Coordinator review the resource documentation.
- The Resource Manager meets with the Assistant Director to discuss the successes and challenges of the resource review, and the highlights and summary of the resources moving forward, and to plan the method of sign off.
 - A sign-off session may be held. Have those who need to sign off the resource authorizations gather with all resources in one room or walk a small number of resources to the signatory.

Sign-off

- Authorization signatures for student basic, student support and teaching resources include:
 - the lead Resource Manager
 - the Director of the Learning and Teaching Resources Branch (LTRB)
 - the director of the Branch that initiated the Call or Request
 - the Executive Director, Resource Sector, Program Development and Standards Division
 - a member of the ratification team, in the WNCP reviews, as well as WNCP Curriculum Directors.
- Addendum forms only require the signature of the Director of LTRB.
 - An Addendum form is signed when a resource already has authorization status but:
 - is also recognized as an appropriate authorized student basic, student support or teaching resource for a different course/level/language within the current review
 - has been reviewed using the criteria listed in the review.

- RDPR and technical compliance do not need to be redone unless new versions/editions of authorized resources are subject to amendment. Existing or additional cautions would also need to be included in the annotation.

4. Communication

New Authorized Resources

- Notify the Learning Resources Centre (LRC) of the new authorizations.
- Add the newly authorized resources to the Authorized Resources Database (<http://www.education.gov.ab.ca/lrdb/>).
- Prepare a new authorized resource list and annotated bibliography.
- Add the authorized resource list and annotated bibliography to the Alberta Education Web site (www.education.gov.ab.ca). (In the WNCP reviews, also post the results at www.wncp.ca.)

External

- Notify publishers of the resource review results.
- 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.