

The professional members of the committee are then left free to concentrate on their major task of selection. The minutes should be duplicated, and corrections made by the committee members. A brief form of the minutes should be developed and should be available to all interested staff members. A note may be appended to the short forms of the minutes inviting comments from all interested persons. When decisions are reached, they then represent the result of contributions of the total staff. It is extremely important that committee meetings be open and not be construed in any way as secret or exclusive.

The committee will want to devote some time to a review and discussion of the course of study the textbook will be chosen to implement. By having experienced teachers chosen for the committee, familiarity with curriculum in terms of local needs may be assumed. However, it will still be of value for experienced teachers to redefine desired values and outcomes in terms of State and local curriculum guides before beginning actual consideration of textbooks. The committee may also decide to call in resource consultants from the State Education Department and/or subject matter specialists from institutions of higher education. New approaches may be explored by making use of the particular talents of these resource people.

When sample copies of textbooks arrive, members of the committee will want to examine them in terms of criteria similar to that suggested in the selection criteria section of this booklet. Additions or deletions may be made to these criteria in terms of local conditions or special subject matter requirements. Individual members may report back to the group on their findings after examining sample textbooks. The examination of a number of books may also serve as a quasi in-service program for committee members. Through this interaction of reports and discussions, a pattern should emerge where a small number of books may be considered for more careful study. If this number can be reduced to five or less, the time for further intensive study has arrived.