

# ***TEA EMAT Training Agenda***

April 14, 2010

10:00 – 11:30

**Type of Meeting: TEA Webinar**

**Meeting Facilitators: TEA & TCAT Officers**

**Invitees: Texas Textbook and Instructional Material Coordinators**

- 1) Welcome
- 2) Introductions
- 3) Webinar Overview
  - a) Checklist
- 4) EMAT Instructional Materials and Processes
  - a) State Board Adopted Materials
    - i) SBOE Adopted Process
    - ii) Additional Information - SBOE Adopted
- 5) Commissioner's List Materials
  - a) Commissioner's List Process
  - b) Additional Information - Commissioner's List
- 6) State-Developed Open-Source Materials
  - a) State-Developed Open-Source Process
  - b) Additional Information - State-Developed Open-Source
- 7) Statewide Licensed Materials
  - a) Option 1 - Commissioner's List Statewide Licensed Materials
  - b) Option 2 - SBOE Statewide Licensed Materials
- 8) Mid-Cycle Materials
  - a) Additional Information - SBOE Adopted Mid-Cycle
- 9) New Requisitions
  - a) Checklist
  - b) EMAT - Annual - New Adoptions Requisition
    - i) Checklist
  - c) EMAT Commissioner's List Requisition
    - i) Checklist
  - d) EMAT State-Developed Open-Source Requisition

i) Checklist

10) Textbook Credits

a) Credit Summary

b) Credit Transactions

i) Credit Requisition

ii) Credit Disbursements

11) New Reports