

### **SELECTION AND USE OF RESOURCE MATERIALS**

The board requires that resource materials used within MNTC programs be selected based on their value to the overall goals of the educational program. Accordingly, all such materials will ultimately be selected based on input from teachers/instructors, instructional designers, administrators and BIS representatives with final approval from the supervising director.

While evaluating potential materials, MNTC will consider:

- Industry standards
- Curriculum needs
- Student interests, needs and abilities
- The qualifications of the author
- The quality of the material (content, accuracy, presentation and durability)

Instructors are responsible for annually reviewing their resource materials to ensure that they are up to date.

#### Objections

Individuals who object to any MNTC material may file a written request for reconsideration to the administrator. The administrator will convene a committee composed of the relevant instructor(s), a school administrator, an appropriate industry or academic representative and the instructional designer. The committee will review the objection, consider the complainant's oral presentation before the committee, and make a determination regarding the appropriateness of the material. No material will be withdrawn from use prior to the committee's review.

If the complainant is not satisfied with the committee's decision, he/she may appeal to the board by notifying the superintendent, in writing, within ten (10) days of the committee's decision. The board's decision is final.