

NC TEXTBOOK COMMISSION

PLANNING MEETING

April 17, 2020 – 9:00 AM – 10:30 AM

Virtual Only

<https://attendee.gotowebinar.com/register/7650119737578148365>

Call to Order and Welcome: Dr. Lynn Moody called the meeting to order. Commissioner Linker said that there are three new commissioners – Meghan Canady from SBE Region - Sandhills, Amy Marshall from SBE Region - North Central and Duniyil Morris from SBE Region - Southeast.

Roll Call – Dr. Fair did the roll call and it was noted there was a quorum.

Members present - Lora Austin, Jodi Autry, Kelly Browning, William Chesher, Edward Coggins, Hannah Cook, Dawn Hester, Hannah Jimenez, Kathleen Linker, Amy Marshall, Susan Mills, Lynn Moody, Duniyil Morris, Stephen Parker, Kim Robertson, Nardi Routten, Lindsey Sise, Rosalyn Yarus.

Members absent – Meghan Canady, Angela Flowers, Aubrey Godette, Michelle Perry and Renee Kimball.

Others Present: Dr. Carmella Fair (NCDPI), Ms. Audrey Long (NCDPI)

Meeting Best Practices – Commissioner Moody turned the meeting back over to Commissioner Linker who then reminded everyone that according to the “best practices” they are to announce their name before speaking. Also, Commissioner Linker stated that another “best practice” regarding virtual meetings is that anytime there is a motion, roll call will be conducted to validate everyone’s vote.

Approval of Minutes: Commissioner Linker asked if everyone was able to view the minutes from the previous meeting. Commissioner Robertson made a motion to approve the minutes. Commissioner Sise provided a second for the motion to approve the minutes. Commissioner Linker asked Dr. Fair to do the roll call for approval. Dr. Fair did the roll call. All of the commissioners in attendance approved the minutes.

Commission Timeline – Commissioner Linker stated that the State Board of Education was asked to indefinitely pause the process until things returned back to normal. There is no current

time or date. The meeting today will be focused on advisors and looking ahead. When the process was stopped, it was before the publishers submitted their bids. The first thing the commission can do on the timeline at this point is work on recommending advisors. This would take about three weeks from the time of submission, so they won't know how many advisors they are looking for until they know the number of submissions. When the advisors are recommended, it will be around the same time the publishers will send out the submission samples.

All of the submission samples are sent to DPI (the official site which is the textbook warehouse) and the commissioners. Once received, the commissioners will verify that they have all of the materials sent by the publishers so they are able to evaluate properly. If everything is not received, the commissioners will contact Dr. Fair.

The bulk of the commissioner's time will be spent evaluating the submission samples and conducting a written evaluation of the submissions. This is a two-part process. The commissioners start evaluating once they receive the submissions. The advisors have only one week in the middle of the two-month timeline. The advisors will come in and evaluate the submissions samples then give their written report. In the meantime, the commissioners will evaluate their samples and should also begin to prepare their written evaluations.

There are a couple of steps on how to do the platform. The commissioners will need to have a meeting between now and when they start receiving the materials on how to use the platform for the written evaluation. The two tasks, the evaluation of the samples and preparation of the written evaluation will take the bulk of the time during the two-month time period. At the end of that time period the commission (as a group) will do an oral evaluation of the submissions, this is called deliberation and reconsideration. This is usually 1-2 days with an oral discussion of the evaluations (to make recommendations) and then based on the recommendations, if (a submission) is not recommended the publisher can (request to) present to the commission and provide further evidence (for recommendation). The commission can reconsider, and vote again. Then the written evaluation is filed (after deliberation and reconsideration). At the end of the meeting (deliberation and reconsideration) the written evaluation is electronically submitted (by commissioners) and (eventually) uploaded to the DPI website under the textbook adoption process for public viewing.

(It is expected that) the process will resume with the normal timeline once new dates (are established). The commission will need to meet at least one time before resuming for platform training and (planning for) advisors. Commissioner Linker wants everyone to get a sense of the routine. She mentioned (the process) will stay the same once resumed. This is an overview and most of this is in the operation manual and in the Invitation.

Advisor Process: The advisor process is where it would normally be. When submission numbers are known, commissioners will know how many advisors to find.

Concerning the courses that are being submitted and evaluated, math is straightforward and there are a lot of CTE courses. Commissioner Linker met with a CTE educator and the two of them identified possible areas of overlap in the CTE courses. A minimum of three advisors are needed for each submission. Commissioner Linker has a rough idea of the minimum number (of advisors) but that depends on the number of submissions received. If there are not a lot of submissions for a course, there won't be a need for as many advisors as there would be for those courses with several submissions which will need more. Commissioner Liker has an idea of what will be needed but this depends on the number of submissions for the courses and what people can do in multiple areas. This depends on the number of submissions. Most CTE courses only need 3 advisors. The odd numbered districts will take certain areas and the even numbered ones will take certain areas (to select advisor). Each district will not select for each course.

Commissioner Linker has a flyer that Commissioner Flowers designed last year that commissioners can review and then finalize with (new) dates (and information). Flyers will go out through the various listservs at DPI and DPI consultants expressed interest in helping to get the info out. DPI CTE and Math staff have agreed to assist in locating advisors for specific courses and giving recommendations if commissioners have problems obtaining them.

Commissioner Linker said they would like to have a large potential pool of advisors to select from. The expert teachers who are interested will complete an interest form and afterwards a database is made by Dr. Fair that will be shared with the commission members. The commissioners for each region will decide as a team for their district and select teachers for advisors. If there are 20 advisors for one district and only one is needed, the team of commissioners will identify the teacher that will represent their region. There should be a wide variety of teachers representing the entire state of NC. Commissioner Linker reminded commissioners they only need one person from an LEA. For example, in Commissioner Linker's SBE district there are five commissioners and they represent three LEA's. They should only pick one from Rowan-Salisbury (the district Commissioner Linker represents). The back-ups can be different but for the primary there should only be one per district and one per school to make sure the advisors are spread out for the district and the state to get equal representation. This will be discussed in detail when there are more specifics about the advisors. After the commissioners make the selections, they will be due to Commissioner Linker at a date TBD. Potential advisors will be contacted and told that they have or have not been selected. From the time Commissioner Linker gets the selections, it's just fine tuning as needed. Then they will begin the canvas course so the advisors can do that off-site before evaluation week. More info will be shared when it is available. Commissioner Marshall – (Q) Will the teacher interest forms be posted on-line? On the Textbook Commission website? Dr. Fair – (R) It is usually sent out via DPI list servs and in a flyer, but it can be posted online on the website if that's what the commission wants. Commissioner Linker mentioned that commissioners can share the information, the flyers, with teachers and administrators who may be interested or may know someone in specific areas who would be interested.

Subcommittee Update: Commissioner Linker provided an overview of what the Sub-Committee had discussed. The Sub-Committee includes Commissioners Flowers, Sise, Jimenez and Chesher. They are working on 2 canvas courses, one for the textbook commissioners and one for the evaluation process for the advisors. The subcommittee decided to add more than initially planned. The Canvas course for the Textbook Commission was initially going to be just a central location to go regarding the process. Now, more will be added. It will be a training course where commissioners can look at the material, ask questions, seek clarity and make suggestions/recommendations for changes in the future. A lot of the information for the Textbook Commission involves General Statutes which is more of a process and has to go through more channels. The Canvas course for the advisors is still a work in progress. The subcommittee members are making quizzes so it will be interactive and completing the course is going to be a prerequisite before evaluation week. The subcommittee has added more to their timeline. They plan to meet again as a subcommittee on April 30th. They plan to have some commissioners do a peer review to provide their opinion, tell if the course flows, if it makes sense and if any changes should be made. They are planning to roll it out to the Commission on the 14th of May.

On the 5th of May, the subcommittee will meet to finalize the Canvas courses before rolling them out to the commission. Commissioner Chesher can now login to the Canvas course and they are working to add the other two parents. Initially on the timeline they were going to create a training module, have the publishers provide instructions to access digital materials, and create Canvas courses before evaluation week, these have been accomplished. (The 2020 Invitation requires publishers to provide instructions for digital materials. Since the process has been postponed indefinitely due to COVID19, this will be addressed when further guidance is provided about the implementation of the 2020 Invitation.) The subcommittee had a long-term goal but now since they have more time they can start on it sooner. That long-term goal is to work on the evaluation process on the advisor end and to modernize the process in a manageable and meaningful way. The next meeting, they will start that phase. Commissioner Linker reminded everyone that the meetings are public and other commissioners are welcome to attend.

Questions/Comments : Commissioner Linker asked if anyone had any questions or concerns. Commissioner Routten – (Q) wants to know about the week of evaluation – will that be during the fall of the school year or is it too soon to say? Commissioner Linker asked Commissioner Moody - (A) she said that it is possible. Commissioner Linker said they talked about the possibility of not seeing it before October. It would not be feasible to see it happen anytime before that point because it gets tricky to do it during the school year.

Closing Remarks - Commissioner Moody thanked Commissioner Linker for doing a good job in walking them through the process. She told the Commissioners to feel free to reach out at any point with any questions.

Commissioner Linker said they will need to have another meeting but she is not sure when. They will have Dr. Fair do a Doodle poll when they find out the date. But they should definitely have a meeting when they get ready to roll out the canvas courses otherwise, they will not need to have another one before then.

Adjournment: Commissioner Coggins made the motion to adjourn, Commissioner Sise seconded the motion to adjourn. Roll call was done and everyone in attendance approved the adjournment.

Minutes taken by: Ms. Audrey Long

Date of Approval: January 19, 2021