

**NC Textbook Commission Subcommittee on Digital Resources
DRAFT Minutes**

Virtual Meeting

April 2, 2020
2:00 pm - 3:00 pm

Subcommittee Members

Kathleen Linker
Angela Flowers
William Chesher
Hannah Jimenez
Lindsey Sise

MEETING AGENDA

Call to order: Commissioner Linker opened for the NC Textbook Subcommittee on Digital Resources Meeting for April 2, 2020.

Roll call: Dr. Fair conducted the roll call. All Subcommittee members were present.

Approval of minutes: There were two drafts of minutes that needed to be approved. Subcommittee minutes of February 27, 2020 and March 19, 2020. Commissioner Jimenez made a motion to approve the minutes for February 27, 2020 and Commissioner Sise second the motion. All subcommittee members agreed to accept the minutes for February 27, 2020. Commissioner Sise made a motion to approve the minutes for March 19, 2020 and Commissioner Chesher second the motion. All subcommittee members agreed to accept the minutes for March 19, 2020.

Canvas Course Creation: Linker started with the review of the Textbook Commission Subcommittee on Digital Resources plan. She stated that today the subcommittee will work on a timeline and add some other items before meeting as a Commission. Commissioner Linker sent a link to the location of the folder with the plan for those who were having problems locating it.

Linker stated that everyone now has access to Canvas including Chesher and the other two parents on the commission. She noted they will now be able to view the work. Linker said the course on advisors only has the cover sheet, but it will be completed by the end of next week. Commissioners Jimenez, Sise and Chesher are working on the other course. Once the courses

are completed, there will be a peer review that includes a few commissioners to review. Changes will be made per recommendations before being pushed out to the commissioners as a whole.

Initially, module designers talked about making the commissioners' folder to indicate when a section had been read before going to the next section and include any questions about the section. Linker asked Jimenez if that could be done? Jimenez said that it could be done. She stated they would need to enter modules for commissioners to go from one assignment to the next because currently the course is page-based so it links from one page to another instead of having assignments. Linker indicated that with assignments, they would have to mark complete before moving to the next. Linker asked if this easy to do? Jimenez said that it would be. She mentioned, modules don't always have to be seen. Jimenez would rearrange and the modules could be hidden from the participants. She will make at least one item to show completed in each section. Linker said this is what they were initially thinking about, to have a section that they would have to mark completed before moving on.

Linker noted some items in the timeline have been met. The completion of others will not have specific dates., it would be for instance complete in 2 weeks, 4 weeks, or a month, etc. The SBE has not stopped the process, just delayed the process.

Linker emphasized that evaluation week is still on, but the date has not been determined. Advisors' training will be ready; they won't have it the next meeting but will have it when it's time to start. They will not be behind but ahead.

Linker stated, regarding the timeline, what actions need to be worked on? Subcommittee members have created the Canvas course, Access to the course has been given to the Subcommittee members and the creation of the course has been completed. Subcommittee members are now working on the content in the courses and the flow. For the textbook evaluation and advisors, subcommittee members are working on the content and found out the specific information cannot be uploaded (in the module) because of walls for privacy, i.e., their Social Security Numbers and any other private information. Linker said it will have to remain as it was in the past.

(There were technical difficulties - from 19:51-29:30 on the audio recording). Once audio resumed a sound check was conducted to verify that everyone was able to hear.)

Linker indicated there would be two weeks for peer review. Sise wanted to know what it meant to have a peer review. Linker explained that they have a few commission members to review before it is pushed out for everybody. Only the subcommittee members can see it since they are already in the document. Four weeks to push the peer review would be April 30th, right now the return date for the PSU's are varied. Linker asked the question, once the peer review is done do they want to meet back on the 7th? She also wanted to know if a week was long enough to get a peer review and have time to discuss the review? Chesher said it was fine with him, he is flexible. Linker said if they can try to have the modules completed on the 20th for peer review. She recommends that it would be a week for the peer review, then the subcommittee will come back on May 7th and fine tune anything before pushing it out the following week.

(Linker placed the information in a shared spreadsheet during the discussion for those who were still experiencing problems with audio.)

Linker highlighted the timeline: April 30th for the peer review. The subcommittee will meet on May 7th and the roll out for the Commissioners will be on May 14th.

Linker proposed the question, what will evaluation week look like? For the advisors, what criteria are they looking for? Securing advisors, the number of advisors, etc. This will be added as more information is obtained.

Jimenez said she expects the course will be something that can be edited and changed throughout the process. Linker mentioned that the commission will need to discuss platform training. She said that last year's report can be viewed as an exemplar of what it should look like and how it should be done.

Next Steps: The 17th is the next meeting of the Textbook Commission. Linker asked, should a meeting of the subcommittee members be scheduled for the 16th or wait until the 30th? Jimenez said that she felt the 30th would be fine for the next meeting. Linker requested Dr. Fair to do a doodle poll. Commissioner Linker suggested that everyone keep in mind to think about how to modernize the evaluation process with the advisors, not for this cycle but after the 2021 cycle.

Adjourn: Jimenez made a motion to adjourn the meeting and Sise seconded the motion. All commissioners agreed to adjourn the meeting.

Minutes taken by: Audrey Long, NCDPI

Minutes approved: April 17, 2020