

NC Textbook Commission Subcommittee on Digital Resources

Virtual Meeting

April 30, 2020

2 p.m. - 3 p.m.

Call to order: Commissioner Linker called the meeting to order.

Roll call: Dr. Fair did a roll call.

Members Present: Kathleen Linker, Lindsey Sise, Hannah Jimenez and Angela Flowers.

Member Absent: William Chesher

Approval of minutes: Commissioner Linker asked for the minutes to be approved. Commissioner Sise made a motion for the minutes to be approved. Commissioner Jimenez seconded the motion for the minutes to be approved. All the Commissioners in attendance were in agreement to approve the minutes.

Canvas Course Creation – Commissioner Linker said that the purpose of the meeting was to share the courses that the subcommittee has been working on, the timeline and the next steps. Commissioner Linker said that they have some additional information on the opening dates for school and some of the dates were chosen based on those dates that schools might be starting sooner. Commissioner Linker said that everyone (on the subcommittee) is in the Canvas course. Commissioners Jimenez and Sise will talk about the Textbook Commission course. Commissioner Jimenez began by saying that the course was basically done. She made the Canvas course to be module-based; it was originally page-based but making it module-based allowed her to add prerequisites and requirements. As the commissioners complete the course in a certain order, at the end of each section they will have to sign their name to verify that they have read and understand the information. She also added the YouTube video with subtitles on how to use the digital system.

Commissioner Linker said she thought about adding a section for discussions to the advisor Canvas course. She asked subcommittee members if they think they should add discussions on the modules or general comment? Commissioner Jimenez said they could at the end of each one ask if they have any questions or to direct their questions to a specific person. Commissioner Jimenez said she was hesitant to have a discussion board because she wondered how often they will be checking the board. She noted that the advisors had a time frame and the advisor might receive a quicker response if they emailed the question. Commissioner Linker said that she also added prerequisites to the canvas course she is creating. Commissioner Linker wanted to know if they had more to discuss about the Commissioners Canvas course or should she proceed to discuss the advisors course? Commissioner Jimenez asked if Commissioner Linker got Dr.

Fair's email? Was it about adding the prerequisites and the prerequisites controlling the flow and the order that it went through? Commissioner Linker said yes, otherwise you pick and choose. Commissioner Jimenez was doing student view of the commissioner training and said that it was nice that you cannot move forward until you have read and signed that page. Commissioner Linker said for commissioners and advisors, especially advisors they would need to be teachers, but for the commissioner members they would need to be students in the course, or they would not see the prerequisites. Commissioner Jimenez said she agreed that they would need to be students for them to see the prerequisites. Commissioner Linker said for Dr. Fair to note that when it's pushed out to everybody that it would be pushed out to commissioners as a student view. Dr. Fair said that someone had already suggested that and when they were ready for it to be pushed out to let her know.

The next discussion was on the textbook evaluation advisors. Commissioner Linker said she made some prerequisites for it to flow from one module to the next. There are some modules in there, and she made some prerequisites so you would have to go to "Welcome" first and second, go to what is an advisor and why become an advisor. She did a draft of the flyer because she knows that some things need to be added to that flyer. They had talked about adding the flyer perks of which area of teacher evaluation would be strengthened by participation in it. She did not have the numbers, but she knew that Commissioner Flowers and Commissioner Sise knew which ones it hit, and she would need some other eyes on it. She also made one for the CTE and the math. They have uploaded the content and they just need to share it. That is a link to the standards and a link to the draft copy of the criteria sheet. Commissioner Jimenez liked it because they could get their eyes on it. Commissioner Linker said she would like their input on the movie. It plays the slides and there are hyperlinks but she couldn't get to it, but they don't have to have the hyperlinks because they are referred to later. She wants to know if they like the movie or should they just have individual slides. It was a general link; they didn't want to just put a link to the statues they summarized in a friendly format the main point and then hyperlinked the statues, read it and then sign off that they read it. Commissioner Sise is reviewing how the student would see it and if it flows. Advisor 1 was okay. Advisor 2, 115 C nothing comes up. Commissioner Linker said that her district has had problems making sure that things are public when they are embedded in Canvas. Commissioner Sise said the movie would open but you must sign in first to view it. She was able to get. The next page is to enter the NCDPI textbook process, but you get an error "that DPI refuses to connect." Advisor 1 is okay; Advisor 2 and 3 links did not open. The picture is showing. Commissioner Linker said she needed to ask Dr. Fair about some pictures that she took last year from the evaluations. She wanted to put a picture from last year up there. But she is not sure of the logistics and legality of putting a picture from last year. Commissioner Sise continued to review. She said the only thing she couldn't do was the 2nd and 3rd links. Commissioner Jimenez said that you would have to link the entire image because it was a slide with a link in it but when you converted to an image it took away the link capabilities. She said you would have to link the entire image in order for it to open the statute. Commissioner Linker asked will she have to put the link that is in Canvas? And embed that link in there? Commissioner Jimenez said when you put the image in the page click image again and it will give you a link option image then you make the image what links it to the statue.

Commissioner Linker asked if it flows and is it more engaging? They discovered that they couldn't submit information because no one would be able to see it but they can use it as an assignment for information to Dr. Fair it would be a nice way to introduce themselves so that when other advisors do the module they can see each other before they get there and maybe make connections. Is that a good idea? Commissioner Sise said she thought that was good and Commissioner Jimenez said she thought it was good also. Commissioner Linker made note about the links that need to be corrected and the pictures with people if they can be used and asked if there are any other suggestions? Commissioner Sise said it flows fine and is easy to click through. Commissioner Jimenez said it was well set up and they can hide the modules that they don't need and use it from year to year adding and deleting modules. It can easily be changed from year to year based on what they need. Commissioner Flower wanted them to know that she had heard everything and that it sounded good.

Commissioner Linker said the commissioner course is ready for peer review, but the advisor course is not ready if they push back their time then next week it will be ready. They will update the flyer and push back for review next week. Commissioner Jimenez and Commissioner Sise said that it would be fine. Commissioner Linker said it will be the same agenda (next week) just focusing on reviewing the advisor course and pushing it out. Commissioner Linker said the commissioners' Canvas course is ready for a peer review. Commissioner Jimenez indicated, yes, it is ready for peer review unless there is anything else that needs to be changed. Commissioner Linker asked if there should be a section for questions, or in general, a place to ask? If it's a course, it should be directed to those handling that course. If it's content, Commissioner Jimenez is going to add it under essential information so that they will have access to it throughout the entire course. Commissioner Linker said she will be trying to add one or two places at the end of the two modules that have the information like a discussion on what they have reviewed as well as a disclaimer that they would have to sign saying that they have read and reviewed that information. Commissioner Linker will touch base with Commissioner Jimenez for assistance if needed.

Timeline: The subcommittee will meet again next week for final review among themselves of their course. But they are going to go ahead and push out peer review for the commissioners this week and maybe they will have feedback by next week then they will finalize the advisor course and send it out for peer review the following week. Commissioner Linker asked if that worked for everyone. Commissioner Sise said she liked splitting it up so they can be viewed one at a time. Commissioner Linker said next week they will meet on the peer review for advisors. They will schedule a meeting for the commissioners as a whole before pushing it out to everybody to say here they are, and this is what you need to do. The meeting will be to let them know of the deadline for when the commissioner section needs to be done.

Next Steps: Correct links and update the module. Inquire about the pictures of other people and if they can be used.

Adjourn: Commissioner Linker asked for a motion to adjourn the meeting. Commissioner Sise made a motion to adjourn the meeting and Commissioner Jimenez seconded the motion to adjourn. All the Commissioners in attendance were in agreement to adjourn the meeting.

Minutes taken by: Audrey Long, NCDPI

Date of approval: May 7, 2020