

NC Textbook Commission Subcommittee on Digital Resources Meeting Minutes - DRAFT

NC Department of Public Instruction – Education Building
301 N. Wilmington Street
Raleigh, NC 27601
Room 770

February 27, 2020
10 a.m. – 3 p.m.

Subcommittee member(s) present: Angela Flowers, Hannah Jimenez, Kathleen Linker, Lindsey Sise

Subcommittee member(s) absent: William Chesher

Others present: Carmella Fair (NCDPI)

Call to Order/Roll Call

The meeting was called to order by Commissioner Kathleen Linker. She asked Dr. Fair to do roll call. It was noted that quorum was established.

Approval of Minutes

Minutes from January 17, 2020. Commissioner Sise made a motion to approve the minutes. Commissioner Jimenez provided a second of the motion. The minutes were approved unanimously.

Canvas Courses

Linker mentioned there are two Canvas courses set up. Subcommittee members have access. She asked for questions from subcommittee members.

Linker detailed one Canvas course is for advisors consisting of three things: content, evaluation forms and digital components. She stated the other course is for Textbook Commissioners which will include training in three modules: digital components, evaluation week process and procedures, and commission reports. Sise indicated these areas are good, anything else would be overwhelming.

Linker discussed the request for publishers. Dr. Carmella Fair mentioned working with legal counsel and procurement staff to work a request for video, screencast and/or written instructions (with navigation details for digital resources). She noted the information (request) is in the draft Invitation and she would receive the information and distribute to commissioners. Linker mentioned that is part of each of the module concerning digital components. Maybe the information from publishers can be included once received from publishers in mid-April.

Linker discussed the logistics of the work; everyone can work on the layout and then break into groups. Linker stated Jimenez and Linker can work on advisors' module and Flowers and Sise can work on commissioners' module. Linker directed to start in these groups and then to come

back together after lunch. Jimenez noted for advisors to make it module based and for commissioners it can be page based where they do not have to complete to get credit, but they have access to information about the process in an organized way. Linker agreed and stated having advisors go through and complete before evaluation week. She talked about front-loading. Linker noted the commission will go back to training in the main room with commissioners and advisors to front load what it looks like to be in room – everyone hears the same message. Linker mentioned possibly having commissioners come in on Sunday. Publishers come in on Monday with a change in beginning time to 8 a.m., instead of 9 a.m., until 12 p.m. She discussed a meeting with commissioners to go to the rooms the night before. Jimenez asked if after lunch evaluators would start looking at textbooks or if that would be the big meeting. Linker said it is still being worked out. The idea would be to have some front loading. Linker is working with a consultant in her region on CTE. She described how many possible days advisors would need to stay during evaluation week. She highlighted CTE has not had a review since 2007 and Fair mentioned a smaller group (of courses) were adopted in 2013. Linker noted a handful of people may work for a day and a half. She is working with a regional person and that CTE is willing to help determine who is qualified to do what. Linker mentioned ideally, they may start Monday afternoon but indicated work is still being done on this.

Linker directed the group to break-off at 11 a.m. until 1 p.m. to work in subgroups. The subgroups paired up using laptops to work on developing Canvas courses. Sise and Jimenez worked on the commissioners' modules and Linker and Flowers worked on the course for advisors. Various conversations occurred during the work time.

Commissioners explained components of the courses/modules they designed during the meeting. For commissioners, Sise explained having information that will help new commissioners with preparing for evaluation week that she wishes she had prior to her experience. The information mentions what commissioners will do during evaluation week. Sise mentioned information for commissioners after evaluation including the use of their notes and spreadsheets. Jimenez discussed troubleshooting tips and note-taking strategies. She also noted information for commissioners about after evaluation week concerning what to do during their review.

Jimenez mentioned there will be a component on best practices for deliberations. Flowers explained procedure she follows to get have information for her review and deliberations. Jimenez mentioned having a system including sorting by publisher or grade level, etc. It was noted commissioners may have different systems. Sise mentioned working with the group for other considerations. Flowers added conversation about the online material. Linker reminded the group about the request for information to help navigate for the coming adoption. Linker recommended 10 minutes for any video or screencast navigation directions from publishers to help focus on navigating the material not selling the material. Sise considered the questions that have been asked that will be used for front-loading. She will recommend commissioners click and understand what to do to be able to assist advisors. Linker stated that can be done at home, even if your materials are not at your home. Flowers indicated commissioners have to work like experts in multiple things.

Linker noted there will be time at the Textbook Commission meeting tomorrow to share out what you wish you would have known as a newbie. Members discussed sharing the module work

visually with other commissioners. Linker mentioned the commissioners will have to do a certain part to find advisors, but the logistical specifics were not already worked out. Members discussed looking at each other's work. Linker reminded Sise their information is not for advisors but for commissioners. Linker stated the update may include information about commissioners finding advisors which might be included. Sise mentioned including information about commissioners' responsibilities with advisors.

Linker explained there was just a picture for the advisor course/module. She showed the home page for advisors and mentioned using Canva. Linker stated the introduction may change. She highlighted the definition of textbooks and information about advisors. She is planning to link to the information about advisors, not put it in the module.

Linker explained using the checklist from the advisor's packet and hyperlinks. She said Flowers is making a page on standards and criteria so it can be edited. The two of them are planning on including things they (advisors) have to submit. They will make sure the checklist is in a slide. Linker mentioned the advisors' packet and what advisors would have to look at like travel reimbursement and e-Procurement would be assignments. Linker said they are making sure the checklist is a slide and something advisors can upload like documents through the assignment. The criteria sheets will have a hyperlink for advisors to pull down the document.

Flowers mentioned a statement that will indicate the work being done will make a difference in teaching and learning. She summarized who advisors are and what they will do as well as explaining what textbook means. Linker mentioned quiz questions and gave Flowers guidance about some of the design of her work.

Adjournment

Linker announced the time, 2:54 p.m. She concluded the meeting. Sise made a motion to adjourn and Jimenez provided a second. Linker asked all approve and all gave ayes. She concluded the meeting of the subcommittee.

Minutes taken by: Dr. Carmella Fair

Minutes approved: April 2, 2020