

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

January 17, 2020  
2:30 pm - 3:30 pm  
Virtual

**Subcommittee Members:** Kathleen Linker, Angela Flowers, William Chesher, Hannah Jimenez, Lindsey Sise

**Attendees:** Kathleen Linker, Angela Flowers, Lindsey Sise, William Chesher

**Other attendees:** Dr. Carmella Fair (NCDPI)

Commissioner Linker called the meeting to order at 2:35 pm. She asked Dr. Fair to call the roll. Three members were present initially with another member joining later in the meeting for a total of four members in attendance.

**Approval of minutes**

Linker moved to the approval of the minutes from the previous meeting. Commissioner Sise made a motion to approve the minutes. Commissioner Flowers seconded the motion. Flowers, Sise and Linker each noted aye as approval. The minutes were approved.

**Canvas Course**

Linker mentioned at the last meeting members discussed a Canvas course for training, creating a canvas course in DPI and logistics for subcommittee members to access as a teacher in the course. She suggested Dr. Fair talk to consultants at DPI to determine logistics for Canvas course developed in DPI Canvas. Commissioner Sise mentioned Commissioner Jimenez has expertise and Jimenez can help. Commissioner Flowers stated it's not her area of expertise.

Linker stated she will defer to Dr. Fair to get logistics of how to make on DPI Canvas or if members can make on their own Canvas and plan to house on DPI's canvas. Dr. Fair stated she emailed the (Canvas) product manager.

Linker noted the full commission meets on February 28 and this group talked about the subcommittee meeting the day before and will have something by February 27th. Sise asked what should be done by February 27. Linker stated Dr. Fair will get logistics and get with consultants at DPI by the 27th. Sise and Flowers agreed the 27th will work. Linker asked Fair to check for those who need substitutes. They could drive into DPI and meet around 10 am. Sise

and Flowers agree to meet at 10 am on February 27. Linker asked Fair to find a room at DPI for the meeting of February 27th. Fair agreed.

Linker asked Dr. Fair about access to subcommittee members as teachers in that course. Linker talked about the components to include in the course: textbook evaluation process for advisors - training on content, on evaluation forms and digital components - how to navigate the digital components. Sise agrees this is what was discussed. Linker asked if either Sise or Flowers could lead a topic. Linker made the comment that the content would come from DPI consultants. Fair explained the team would need to ask DPI consultants the specifics of what to provide - they would provide information to help the subcommittee make the course. Flowers asked if it would align with the criteria sheet. Linker noted it could be the PowerPoint on the content created by DPI consultants in the Canvas course. Flowers agreed and commented that she will not be an expert in the content. Fair explained the consultants would need to know what the commissioners want. She noted they will come and explain the criteria sheet. Flowers stated it may be the place to include what alternative things might look like - what textbooks would look like. Flowers stated when commissioners review it is usually there, but it is navigation. Linker said she made a Google sheet and a part is how to navigate that commissioners would recommend publishers provide. Flowers asked Dr. Fair if there was something from the past she is recommending. Fair stated, no, just include whatever you think you need from them.

Sise referred to the last conversation about walking evaluators through the actual process of doing a book through the Canvas course. Linker asked if they needed to ask legal. She mentioned in the past commissioners could refer to examples by a fictitious name like Mickey Mouse. Sise asked if information from already approved materials could be used. Fair mentioned having to ask, not sure if that could be done or if they could make up an example. Linker mentioned having the topic on a list to ask legal and procurement but emphasized not using a real name and possibly asking CTE for mockup they may use for training. Fair mentioned past work has been mock information and mock data. Linker indicated she would add to her list. Linker asked Dr. Fair about the training she does with the advisors. She asked what the training is about. Fair explained she has a webinar explaining documents and logistics to prepare to participate as advisors including deadlines and materials. Linker stated she will add this as a module, advisors training and responsibilities and logistics for participation, a module on content and a module on evaluation forms and potentially a module on training on the digital components - this would be four modules in a course for advisors. Linker mentioned she was putting Dr. Fair and Commissioner Flowers down for this work. Fair noted the heavy lift would be the training and that her normal piece is only a part of that so she will work with whoever leads that work.

Commissioner Chesher joined the meeting. Linker asked about doing roll call at this point and Fair stated just have that commissioner state their name. Commissioner Chesher stated his name and greeted the group. Linker ended the discussion on modules for advisors. She transitioned into discussion on the 3 modules for commissioners - 1. digital components with the possibility of strongly recommending publishers provide a digital resource to help with navigation, 2. evaluation week role/responsibilities, and 3. commissioners training for the report. Chesher thought there were a lot of personal comments during the review. He suggested providing dialogue about leaving personal opinions out (evaluators and commissioners). Linker agreed that is a good point and could be included in a module. Chesher concurred.

Sise asked about making suggestions. She shared that some commissioners made a spreadsheet to simultaneously keep track of what advisors need to do. She asked if this is a platform to suggest the easiest way to do this? Linker asked if Chesher and Sise would work on things that were confusing and things to clarify. Sise mentioned she took notes on points needing clarity and said new members have a different view. Chesher concurred with Sise. Linker will ask Jimenez to assist with this module.

Linker stated she and Flowers will spearhead advisors' module and Sise and Chesher will work on commissioners' module. Linker indicated she will work with Jimenez on getting it up and having the site. Chesher asked about exploring a sponsor program to help the newest members - a mentorship thing. Linker commented maybe closer to evaluation week and establish a preference/poll for rooms, and then assign someone to be in the room with someone. She stated she would like to wait until everyone meets in February to assign someone by region or area. Chesher mentioned information can be collected and it can be determined what to do with a mentor, look holistically from the beginning. Linker mentioned those who are new had that experience. Chesher indicated he learned and that it moved fast. Linker said she will add to the February meeting and she will add mentors. Linker stated others who are not on the subcommittee - digital resource committee may be interested. She will include it in the agenda to discuss during the February 28th meeting. Chesher concurred.

Linker suggested the digital components will be one recommended that publishers provide a link in the Canvas module, not to house the resource but the module. She indicated training on commissioner reports should be created in conjunction with those who created the platform. Linker discussed things that need to be included and indicated a mockup can be done of that if Karen will open the platform. Linker shared her district purchased something in Canvas to allow a split screen. Linker mentioned doing a mock report and talking about what should be included and recording. Sise likes the idea because she felt she would have benefitted from something like this. Linker asked Dr. Fair if Kenya Wallace may be able to help with that. Fair said she will ask Wallace.

Linker mentioned Dr. Moody as chair can talk about things that need to occur. Linker asked if responsibilities in attendance and report are needed. She mentioned that it could be a module and that it could refer to the operations manual. Linker stated she may ask Dr. Moody to highlight attendance and report responsibilities. Linker said she will add that as a module. Chesher mentioned while they are on the subject of duties and responsibilities, asked if lead persons could be identified in the rooms. Linker and Sise mentioned there were leads in every room. Linker and Sise commented that there were a lot of people in his room and the lead may not have been obvious. Linker stated the lead is not the person making decisions but someone who could provide or get a response to questions or clarity. Fair stated commissioners can split on different sides of the room if this is about the K-5 room. She emphasized that there has been discussion about splitting the group by K-2 and 3-5 so everyone is not in one location but on different sides of the room or different areas. Sise agrees and stated it would be helpful because there was a wall of commissioners (in that room) so they can split for advisors to know who to go to and it would be consistent information if getting it from the same person every time. Linker added that would align with responsibilities and specifically in evaluation. Linker noted that she added responsibility and participation and what was just discussed would go under evaluation process and procedures.

Chesher asked if it could be a consideration for the last meeting to be at the evaluation site so commissioners could walk through and confirm flow. Linker asked for clarification and if Chesher was suggesting that everyone for evaluation week is there the day before checking in publishers. She noted most people come in that night anyway. Chesher stated no and clarifying he is asking if commissioners should go early and look at the layout (prior to evaluation). He noted this can be done at the last meeting. He noted room leads can work through to determine set up. Chesher would like to look at the arrangement and what is entailed. Linker deferred the question to Dr. Fair highlighting the location of the April 17th meeting is at NCDPI. Fair asked for clarification if the ask is to go to the venue to see what the rooms look like. Chesher said yes to determine how commissioners would lay out room for maximum efficiency. He asked if that can be done during the April 17th meeting and if it is feasible to do. Fair mentioned commissioners would need to decide, and she explained the typical logistics of the room - tables on the outside perimeter of the room for materials and the tables and chairs for advisors and commissioners are in the middle of the room or opposite of the displays. Fair said if interested in determining the number of tables, that is generally not done until bids are submitted and teacher numbers are determined. Fair stated commissioners would need to determine what they are trying to accomplish and how to schedule to do it. Chesher asked about bringing the suggestion to a vote. Linker mentioned commissioners should break out in the room. She mentioned that the commissioners can go the day or night before to determine how the commissioners will position themselves. She stated the commissioners can meet the day before publishers come in to look at the logistics. Linker explained the hotel was asked to put long tables on the outside (perimeter) of the room for proximity to outlets. She explained tables are determined by the number of

submissions and set of the room. Linker expanded on the concern about how commissioners operate in room and indicated the group can decide the day before to run through what the week looks like and this would be an official public meeting. Chesher indicated he is thinking about a rehearsal of concept drill. Linker suggests putting this on agenda for February, maybe March. Linker stated when there is discussion about the schedule, the feasibility of coming the night before as an official meeting can be put on the agenda. Linker asked Dr. Fair if it will fit on the first meeting. Fair said it is up to the commissioners to include. Linker will put it on the agenda for February to ask if they would like to add an official meeting. Chesher mentioned he would like to add. Linker said she added it to her notes.

### **Publisher Requests**

Linker says the navigation of resources and feasibility of recommending the publishers provide a resource that shows how to navigate the platform and the feasibility for allowing advisors to access digital materials on their personal devices but requiring publishers to provide laptops on site. Linker stated this needs to run through procurement and legal and this is a recommendation now, but it would make the process more streamlined and modern. Linker stated may not be able to require but strongly recommend. Chesher agrees. Linker asked if there was anything else to discuss. Chesher asked if a motion was needed to close. Linker mentioned the next meeting for the subcommittee is on February 27 at NCDPI and know that substitutes are needed on February 27 for the two teachers on the subcommittee. Linker noted commissioners will need to make their own reservations for the night. Chesher acknowledged and concurred and so did Flowers. Linker suggested a motion to end the meeting.

### **Adjournment**

Linker made a motion to end the meeting at 3:32 pm and Chesher seconded. Ayes noted by Linker, Flowers and Chesher.

Minutes taken by: Dr. Carmella Fair

Date of approval: February 27, 2020