

NC Textbook Commission Subcommittee on Digital Resources

Virtual Meeting

Draft Minutes

July 22, 2020

2:30 p.m. – 3:30 p.m.

MEETING AGENDA

Call to order – Commissioner Linker called the NC Textbook Commission Subcommittee on Digital Resources meeting to order.

Roll call - Dr. Fair did the roll call.

Members present – Commissioner Flowers, Commissioner Jimenez, Commissioner Linker and Commissioner Sise

Members absent – Commissioner Chesher

Approval of minutes - Commissioner Linker asked for the approval of the minutes from the June 11 meeting. Commissioner Flowers made a motion to accept the minutes for June 11 and Commissioner Sise made a second to the motion. All in attendance agreed to accept the minutes from June 11. Commissioner Jimenez made a motion to accept the minutes from July 2. Commissioner Sise provided a second to the motion. All in attendance agreed to accept the minutes from July 2.

Module Work for Advisors Course - Commissioner Linker mentioned the subcommittee was working on two different items at the last meeting: (1) Commissioner Sise and Commissioner Jimenez were working on a video, and (2) Subcommittee members were looking at suggestions for things to ask the advisors from last year including to submit a short video clip that can be used in the advisor Canvas module.

Commissioner Linker asked Commissioner Flowers to talk about the advisor's reflections and prompts for the video that they are going to ask them to make. Commissioner Flowers said that she was trying to think back as an advisor herself because she had been an advisor a couple times, which things would have made it easier for her. Since everyone has had a chance to look at it, she will go over it quickly. Commissioner Flowers asked Dr. Fair if she recommended changing reflection from the reviewers to evaluators. Commissioner Flowers was thinking that it was alliterative. Dr. Fair said that the official terminology is advisors but in reference to them as reviewers then it could be reviewers.

Reflection Questions - Question: Was the evaluation process a valuable professional learning experience? Why or Why Not? Commissioner Flowers said she thinks that it's important to reflect on that it is more than just a job but a learning opportunity.

Question: How likely are you to recommend this experience to other teachers? Did this process change your perspective or understanding of the NC Standard Course of Study? Personally, it helped her understand at a deeper level by going through that process.

Question: What if anything would you do differently? If you knew then what you know now?

Question: What other conditions would you make to the textbook commission for consideration regarding any part of the evaluation process? Over the course of the week the people seem to settle into doing the work and in order to help future advisors settle in sooner

Question: what tips would you offer knowing what you know now? Commissioner Flowers feels that it takes a while to get started and that's valuable time that causes them to have to crunch and be under pressure later, so she was trying to think what could make the beginning a little smoother.

Commissioner Linker thinks that they were all good reflection points. She thinks that the last two or three questions would be good for the commissioners to plan ahead to improve the process. She doesn't know how hard it would be to edit out some of it because they are going to take snippets of different advisors and make a bigger presentation or video so maybe some of that wouldn't be what they need to show to potential advisors but definitely something needed. Commissioner Jimenez said as long as they want to answer all 5 questions in a single video file it not that difficult to cut it up and have it in different sections and make a movie for advisors of what they need to know but also make a video file of what the commissioners could do to make their experience better.

Commissioner Linker thinks they will get more from them if they keep it to one video and hit on all the excellent points for them to consider. Commissioner Flowers agreed that they are all good points and they can take the best answers and not use every answer from every person. Commissioner Linker said especially if we get a lot of things to choose from it would give a good view to show lots of different people giving input. Commissioner Linker said she does not have any recommendation for change because she feels that Commissioner Flowers did an excellent job and the questions were very thoughtful. Commissioner Linker likes how Commissioner Flowers approached the questions both as an advisor and as a commissioner. Commissioner Flowers asked everyone to look at the first document that she shared with everyone. She realized that her thinking is that this is a higher order thinking process that they are asking them to do. She thinks that starts another conversation to talk about later. Regarding functioning at the higher level of evaluation.

Commissioner Linker said she had a chance to view both of them and she thinks they (subcommittee members) are all on both of them. Commissioner Linker thinks that there are very

good points in the additional stuff for consideration of the evaluation part and definitely something that will be part of the module when talking about what an evaluation looks like and bringing it back to Bloom's taxonomy is a very strong point. In the past when the consultants from DPI would train them, they would bring in some Bloom's too so it would be a continuing thread to the actual training on the criteria sheets. Commissioner Flowers agreed.

Commissioner Linker asked for any comments. Commissioner Jimenez said she thinks that it is great and she actually has an advisor that has done it previously to already look over the questions and will start working on her video and she thinks it really answers all the questions advisors might have and helped her to view it from a different perspective as well. Commissioner Linker has already asked two people that she knew to look at the questions and they agreed to do the video, they are just waiting for them to finalize it. Commissioner Linker said she doesn't see anything that needs to be changed. Commissioner Linker asked Dr. Fair if she is able to take the reflections from reviewers and push it out to advisors in general from last year? Dr. Fair would need someone to send it to her exactly like they want it to go out with the directions that they need to follow so they (advisors) are giving you (commissioners) the product you want them to submit. If someone can provide her with directions and questions, she will be able to send it out. Commissioner Linker asked Commissioner Flowers would she be able to provide that to Dr. Fair. Commissioner Flowers said she would be able to send that to Dr. Fair. Commissioner Linker asked Dr. Fair after she gets it to push that out especially to the advisors from last year. Dr. Fair asked if they wanted it to go to everyone. Commissioner Linker said yes because the more possibilities the broader the experiences to pull from because she would like to make sure there are some EL and EC voices on it. The two that Commissioner Linker asked are both content classroom and elementary range teachers.

Commissioner Flowers asked if she should create a Canva thing that has a heading saying "we need your help" or something like that rather than just the template? Dr. Fair said she is just basically looking for whatever they can provide for them to know exactly what they want them to do so that they are clear about it. Like the specifics of..... you can do your advertisement and we need your help, but the specifics of creating a video and that it needs to be about this, and answer specific questions, whatever it is that you want them to do, she needs to give them clear directions, so however you want to send it, it can be pretty or just verbiage. She will send out whatever you send but she just wants it to be clear so that they will be able to send what you need.

Commissioner Flowers asked if they have discussed what they are to do after they make the video or their written response. Commissioner Linker said that they have not discussed that. Commissioner Linker asked Dr. Fair if they should send it to her or a contact person or create a Google folder for them to drop it in. Dr. Fair said whatever would be easiest for them because they would be working with whatever they send back in. What would be the easiest way for them

to get the information and process? Commissioner Jimenez said she thinks it would be better to keep it all in one place so on the Google doc at the top they would have the directions on how to make the video and answer the questions, and at the bottom include a link for the Google drive where they have to click and upload their video. That way it's all in that doc and when they have to access any information related to this then they would just go to that one Google doc and it would be there.

Commissioner Flowers said that she might not be the right person for this task. Commissioner Linker said if they make a Canva could they hyperlink the Google information in it?

Commissioner Jimenez said no because when you export it, it will be exported as an image and it does not work within an image. Commissioner Linker said what if they send it out as a google slide. Commissioner Jimenez said yes, that will work. Commissioner Linker said they can put the image of the Canva on the back and hyperlink it on the slide. Commissioner Jimenez said yes if you want do something in Canva you just export it as an image and you can put it at the top of the Google doc or the Google slide or anything in Google.

Commissioner Jimenez was mentioned she was trying to think of the easiest way for them to access the videos, splice them and get the information that they want. Commissioner Linker said Google drive would be the best also a good way to put in a longer video because sometimes a longer video you can't attach as an email. Commissioner Linker told Commissioner Flowers if she wants to make the Canva like a flyer and download on her computer as an image and when she is at that point email to her (Commissioner Linker) and she will talk her through how to drop it on there and they can work on it together. Commissioner Flowers was in agreement.

Commissioner Linker said she will put it on the timeline. Commissioner Linker asked Commissioner Jimenez if it is easier to put on a Google doc or Google slide. She asked what would be the easiest way to link things. Commissioner Jimenez said the functionality will be the same that it's mainly just preference. Commissioner Linker asked if she had a preference since she will probably be the lead on doing the videos. Commissioner Jimenez said no because she will not deal with the choice of Google Docs or Google Slides she will just be working in the folder so she does not have a preference. Commissioner Linker will make a folder in their Google drive for easy access within the subcommittee. She will put it in the same folder where she put the pictures. Commissioner Jimenez agreed. Commissioner Linker said she will send out as a Google doc for view only and asked if they want them to have access to that folder other than dropping videos in it. Commissioner Jimenez said no, and another thought would be if it's view only are they able to open the links? Commissioner Linker said she doesn't think so.

Commissioner Jimenez said that another way would be through a Google Form because you can upload files that way. Commissioner Linker said then do the Canva, put it on a Google doc and then hyperlink to the form. Commissioner Jimenez said yes, but you must make sure that you send it in a way that they can click the link. It can't be view only. Commissioner Linker said they can click the link in the Google form, but they won't be able to see where the Google form stuff

goes to once they click on it. Commissioner Jimenez said yes, it keeps it more protected. Commissioner Linker said so when they get to that point if she (Commissioner Jimenez) will just go behind her to confirm she has the privacy set. Commissioner Linker is going to make a Google Doc with the information that Commissioner Flowers sends, and she is going to hyperlink it to a Google form to submit the video.

Commissioner Linker asked Commissioner Flowers if you can do the general information of what they want them to do on the reflection part then Commissioner Linker can do the directions on how to upload to the Google form. Commissioner Flowers agreed. Commissioner Linker said to place in the directions that when they completed their video click on the form link below where they can upload their video. The Google Doc will be in the image that you send and Commissioner Linker will hyperlink the link for the Google Form on it and then they will send it to Dr. Fair to send out. Commissioner Linker said if they can do it this week it will be awesome because she will start back in the building next week. Commissioner Flowers said she will try to work on it this afternoon and get something in the folder for her.

Commissioner Linker added on the timeline to make a Google Doc with hyperlink to Google Folder for video submissions. Commissioner Linker and Commissioner Flowers will complete this task by next Tuesday, July 28.

Commissioner Linker said the next item to discuss is the video from Commissioners Jimenez and Sise. Commissioner Jimenez said she uploaded the completed video to YouTube and finished all the subtitles and it is uploaded to the Canvas course. She added a PDF version of the script in case people wanted to have that after they watched the video. Commissioner Linker asked where it is located. Commissioner Jimenez said it is on evaluate. (There was a pause for Commissioner Linker to view the video). Commissioner Linker said the video was awesome and so much better than bullets on a PowerPoint and that it was very clear and detailed. Commissioner Flowers agreed. Commissioner Jimenez wanted to know if anything needs to be added. Commissioner Linker said she hit everything on the brainstorming list. She thinks that it is clear and concise. She thinks that, along with the video of the advisors will setup the stage for evaluation week. Commissioner Linker said the evaluation part is done and the video covers everything.

The timeline would be to work on the advisor's piece and put that in. Commissioner Linker asked if she is leaving anything out. Commissioner Jimenez asked what did Commissioner Linker want under the debrief section in the advisor's course. Commissioner Linker said she (Commissioner Jimenez) talked about some of it in the video. Commissioner Jimenez said that's why she uploaded it under evaluate and thought they could combine the two. Commissioner Linker agreed and she will just change the heading of the page. Commissioner Jimenez said she doesn't know if they should make it separate because that will be one more thing for them (advisors) to stress out about. A little more information can be provided, but the advisors won't

understand it until they are there. Commissioner Linker said they can't truly understand until they get into the material and see how it flows.

Commissioner Flowers wants to know if everyone is okay with the debriefing and how it's going or is that something that should be discussed another day because it seems like last year's wasn't the most efficient. Commissioner Linker asked if it was their (commissioners) debriefing or the advisors. Commissioner Flowers said the advisors. Commissioner Jimenez said that's why she tried to make it a point in the video to make sure that your thoughts are heard and if your thoughts have already been said then don't repeat them because she finds that is what makes it stretch on is when they have heard seven different people say the same thing and that's why at the end of the video it should be 2-3 comments per resource unless you're saying something different. Commissioner Jimenez thinks if they have that thought going into it instead of the morning of or afternoon of, then they will already know what they are going to talk about. Commissioner Linker thinks the video keeps them (advisors) focused. Commissioner Linker said she liked how one grade level came up with a list and a spokesperson but she does not want to go back to that format because it didn't seem like everyone had a voice and it appeared to be a group effort and it is supposed to be individual. Commissioner Linker feels that it was good for Commissioner Jimenez to say your comments should be your comments. Commissioner Flowers agreed but in relation to the first document that she sent out, she feels that some of the problem is that when they start evaluating some people have different approaches that when they hear contrary comments from the advisors in the debriefing you're wondering how can people see it this way and how can somebody see the same thing that's put in front of them entirely different. Commissioner Linker said that she understands what she is saying, but feels like they shouldn't try to influence as long as they are using the criteria sheet, what is it that they are finding. Commissioner Flowers agreed. Commissioner Jimenez said when they get resources from people that have two opposite points of view, that is a resource that she will star and dig through and spend more time on because she wants to see both perspectives and understand her own thoughts around it. Commissioner Flowers said that was a good point.

Commissioner Linker said she feels if they go in as a commission and are on the same page, this is something that they can add to the commission thing that they make it clear that we have your thoughts and we have your sheets. You don't have to give them everything, just what struck you the most, the pros and cons. Reiterate to them that they are not debating but sharing information. Commissioner Linker was reviewing the information that Commissioner Flowers submitted on the longer form to make sure she is not missing anything. Commissioner Flowers said that she simplified one page where there is the chart and the questions for them to ask themselves like the knowledge questions, then the comprehension and then the analyzing, and after they get the big picture, how the pieces and parts fit together to meet the publishers poll then they go to the criterion sheet. Commissioner Linker said that was a good point to look at the big picture and the program overall and break it down in the components on the criteria sheet but they need to have

that big picture to be successful. That is how she would approach it but not everyone looks at the big picture. Some people look at the pieces and then put it together. As long as everyone is coming to the same end purpose is using the criteria sheet. Commissioner Flowers was saying she was trying to help because it takes some people longer to wrap their heads around the process, and before they know it the first day is gone. Commissioner Linker said maybe they will get some good insight from the advisors on what they wish they had known beforehand. Commissioner Linker also felt that they spend a lot of time on that first day figuring out where to start and what to do and she feels that any direction they can give them on that will stop some of that time learning the process and trying to figure out how it goes together. Commissioner Flowers hopes that they will get a good response from previous advisors that will help alleviate some of that. Commissioner Linker said she thinks the frontloading of the video will help because in the past they would come in the door and the first they would hear about it is the overview and then they would have to jump in. This will give them a feel for it and ask questions. Commissioner Flowers agreed and commended everybody on doing an awesome job, she feels like this is such an improvement.

Commissioner Linker indicated for the timeline, finish the video for advisors, added to the timeline and completion of the video added to the course. Is there anything else we need to address in the next week and a half? As far as peer reviews, they have reached out to some former experienced commissioners to give us a peer review for the commissioner course and advisor course for another eye on the process. She would like for someone at DPI to also give their opinion as well.

The courses are somewhat wrapping up. Commissioner Linker asked when they should meet next. Commissioner Jimenez said she will start working on the video as soon as they start coming in she will start cutting and putting things together. Commissioner Linker asked if they wanted to have a deadline for when the videos should be in. If we look at getting it out to them by Monday at what point do we want a deadline to have the videos in? Commissioner Jimenez said the week of August 3-7 will be a good time for her to work on it. Commissioner Linker said that she and Commissioner Flowers can commit to having the information to Dr. Fair on the 27th for her to push out to the advisors. The advisors should have their videos in by August 3. Commissioner Linker suggested that they meet back on August 6. Commissioners Jimenez and Sise said that would be good. Commissioner Linker asked Dr. fair to send out a Doodle poll for times. Commissioner Linker said the deadline for the peer reviews would be August 3. When they meet back, they will have a good part of it completed.

Timeline: Commissioners Linker and Flowers will be working on what is going to be sent to the advisors, their videos will be put in a Google doc and hyperlinked to a Google form for the advisors to submit to the folder for access. Dr. Fair needs to have information by the July 27 to send out to the advisors and they should submit no later than August 8 (August 3) and the

committee will meet at a time to be determined on the August 6. Commissioner Linker asked Dr. Fair is there anything else needed other than the document. Dr. Fair said there was not.

Adjourn: Commissioner Linker asked for a motion for the meeting to be adjourned. Commissioner Jimenez made a motion for the meeting to be adjourned. Commissioner Sise second the motion. All in attendance agreed to adjourn the meeting.

Meeting Adjourned: The meeting was adjourned at 3:16 p.m.

Minutes Taken By: Audrey Long (NCDPI)

Minutes Approved:

DRAFT