NC Textbook Commission Subcommittee on Digital Resources
Virtual Meeting Minutes

June 11, 2020
11 a.m. – 12 p.m.

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

Roll call: Dr. Fair did the roll call and established quorum.

Members present: Commissioner Flowers, Commissioner Jimenez, Commissioner Linker and Commissioner Sise.

Members absent: Commissioner Chesher

Approval of minutes: Commissioner Linker asked everyone to review the minutes from the last meeting before they were approved. Commissioner Sise made a motion for the minutes to be approved. Commissioner Jimenez provided a second for the motion. All Commissioners in attendance approved the minutes through a roll call.

Canvas Course Creation: Commissioner Linker said she was going to start with the shorter of the two parts - the Commissioners' course. There has been one peer review feedback for the Commissioner course. Commissioner Linker turned the meeting over to Commissioner Jimenez and Commissioner Sise to look at the suggestions or comments from the peer review. Commissioner Jiminez said that for the most part there was not any major issues. There are two things that they are going to look into. She is going to look into the pdf that the reviewer has a question about under "essential information". She said she would prefer that it open in a new window instead of being downloadable so Commissioner Jiminez is going to see if she can make that a possibility. Commissioner Jiminez is sure that she can and that she probably did what was easiest at the time. She is going to mark it to make sure that she goes back to look at it. The other question was about not being able to see anything in "deliberations and reconsiderations". Commissioner Jiminez said she is going to go back and test that part because she was able to see it as well as Commissioners Sise, Linker and Flowers. Each of them said that they were able to see everything. Commissioner Jiminez said it could be a view setting, but she's not sure and she will definitely look into that.   Another feedback is that she would appreciate videos as much as possible. Commissioner Jiminez said she will definitely look into that to make it more accessible for everybody. Other than that, that is most of the feedback that was received.

Commissioner Jiminez asked Commissioner Sise if she wanted to add anything. Commissioner Sise said she was looking at the same things and they should check the evaluation week tab because she (the peer reviewer) said that she was not able to see anything and "deliberations". Both Commissioner Jiminez and Sise said that they were both able to see everything and feel that it was an issue on the evaluators part maybe, not sure. Commissioner Linker asked if they could work on tweaking that and she mentioned that another person is working on a peer review. There will possibly be another peer review before the week is over.

Commissioner Linker asked if there were any other questions from Commissioner Flowers on that before going to the next course. Commissioner Flowers said that she read where she thought something was happening the week of July 4th. but Commissioner Linker said she probably doesn't realize the timeline changes. Commissioner Jiminez, said that those dates were put in way back before all of this and they are more like holders at this point so that they will know where to go back and add dates and change dates. Commissioner Linker said she agreed because she had place holders that needed to be changed as they update. Commissioner Linker said that in the other courses where they have more assignments, they have a date just so it will show up and populate and all of that will have to be adjusted. Commissioner Linker said if there are no more questions about the commissioner's course, they will now look at the advisor's course.

Commissioner Linker said there has been some content added and before they look into it she has to make a disclaimer. Commissioner Linker said that when they first made the course, she had it that you would have to go from the next slide to the next slide to the next slide in a specific order. She said if you go into the student view because she said they can sometimes go into that since they are the course designers. The course will not let you pass the first assignment but that's only in the first module. If you want to go into the student view let her know and she will unpublish the first module so you can then see the student view and all the modules that are after that.

Now she will switch to that course and if you are in the course she has added some items last night and she had two options and she did it both ways because it was easier and they can just delete the one that they do not want. On the first page, the welcome, she added some items to show that they must mark as done in order to go through. But she is not sure that everyone has experience with that. Before they start (the advisors) they know that they need to read and review the course, and it is in italics, in order to earn the certificate of participation. When they finish the whole week of evaluation they get the certificate and they submit that to their district for CEU's and it's up to the district to accept that certificate of participation, that's a district decision. This course will take the place of parts of the training but hopefully, eventually the training ahead of time. This is things that they need to do before they can evaluate the material, and all of this is part of getting their credit or certificate of participation for the whole process.

Commissioner Linker put another thing about to mark this done click it and move to the next thing. She liked how they included in one of the NCCAT courses a general statement for transparency purposes that the advisor will be a student in the course and like any other online platform, commissioners can monitor the activity and that they need to let them know upfront read the information and watch the video completely the same way they would want a student in their class to do. She feels that she needs to put something in the beginning on how to do the submission. She is not sure if they have not done submission of an assignment as a student, they may not know how it works. She might need to screen shot what it looks like from the student view when they have to click the submission button and type it in the textbox. Commissioner Linker asked if there were any other ideas. She really thinks they need to add the submission part. Commissioner Jimenez said she thinks they need to add some instructions on submissions since they (the advisors) must do it multiple times. Commissioner Jimenez said she does suggest like a resource or something you do at the introduction when you explain the course and what the purpose of the course. Commissioner Jimenez said suggested maybe screen recording a video of doing it but she agrees that it needs to be added. Commissioner Linker made a note on adding instructions for submitting assignments. Commissioner Linker said she likes the idea of a video or screencastify may be easier than doing a screen shot of what the page looks like.

Next, reviewing the goals. Under the student view, some of the images that she put up initially were too large but then they were having a problem being able to see everything from the student view, it took up the whole page and so she changed some of it because you were not able to see everything from the student view. Then she uploaded the .png and as a student view it doesn't take up the whole page. It is a small picture that you can't read and in the course you can't expand or make it larger so she made a note to go back and change it to make it look like the ones that do take up the whole page so that it is easily viewed. She will get help from Commissioner Jimenez and Commissioner Sise to make the adjustments. I know not to embed it because that didn't work. There are 3 goals and the order of the goals are a flow for the course. The second thing, there are two of the same. NCDPI media release form one and two.   There are 5 things that the advisors must do in this course and two other items that have not been added. They must provide permission for their media release if they don't then they cannot do the next part of submitting their picture. They would have to type without their picture. Then there are 3 things they must view and say that they have viewed as part of their checklist. They must look at the Invitation, at the textbook adoption web page on the process, they must view one specific General Statue and then they must review their standards.

There are other things that they must view as part of the general information. We want them to look at everything but at the beginning of each section their may be an assignment slide and they will submit their name in the textbox. For the media release form, the first one is an assignment and there is a PDF in English and Spanish of what it looks like and this is a submission and if they in are a student, they will click the blue submission button and it will say for them to sign to

indicate that they acknowledged they have read and agree to have their image on that course by typing their name. The media release form #2 is the have-to version, it is a quiz. The first question is confirming that their image can be used and that they are 18 years or older.   The first question is to type their name and then the second question is to type the email that they used for the Canvas course. The combination of the two is supposed to be like a digital electronic signature.   She is leaning toward using the one that is a quiz as the have-to-do's. The forms and parts of the modules that indicate they have read the 2020 Invitation. Following the slide is a quiz that indicates they (the advisors) have viewed it and in each module, there is a discussion box for any questions or clarification for feedback. What is everyone's input on the formal quiz type of typing their email and typing their name? Commissioner Sise says she likes it however what is to stop them from not reading the media release and just clicking on the quiz? Commissioner Linker stated, nothing. The difference is in question one, type your full name in the box below that you agree to the following statements and those are the two statements that are in the form and they will check between the two or check no, if they don't give permission they don't have to sign it. They will still have to bring the form hardcopy to the evaluation site. They don't have to agree to it, if they don't agree then they (the commission) can't put any pictures and we can't use their words.

Commissioner Linker asked if she should she put another question that says I don't give permission? Commissioner Sise said yes, because the advisors are only given one option. Commissioner Sise asked the question "If they don't agree can they still move on?" Commissioner Linker said that she has not set the perimeters yet, but they need to let us know that they have acknowledged it. The first way just confirms that they saw it, and in the directions for the discussion after this it should say if you don't give consent then don't put a picture up. She will need to clarify that. Because it's an essay box there is no wrong or right answer. Either complete it or not complete it. Commissioner Linker said she will probably come in after question 1 and before 2. The 1 would be yes or no. She could make the question just type in your name and make another question a multiple choice and they choose if they give permission or don't. Commissioner Sise said that was a good idea.   Commissioner said to put question 1 into two parts, I give permission or I don't give permission. Commissioner Jimenez said because when you set up perimeters that as long as they submit the question, they can move on it doesn't matter how they submit it as long as they submit it. Commissioner Linker indicated that Commissioner Sise may need to help her with that part. Commissioner Jimenez said if you put in as a survey it can be an ungraded survey and it doesn't matter how they respond.

Commissioner Linker said she is going to delete the first NCDPI media release form and this will be the one with the changes; and after they (the advisors) complete it will take them to the next one and this will be where they introduce themselves. Commissioner Linker will edit the section where it says upload a picture of yourself and include a statement if you don't give consent you don't have to include a picture. Commissioner Jimenez agreed to just include a statement.

Commissioner Linker made edits in the module based on the discussion and drafted the statement, "if you do not agree to the following, if you do not agree to allowing the use of your picture on the DPI media consent form, do not add a pictutre of yourself." She indicated that if they don't agree their picture won't be used.

Commissioner Linker: What is the textbook adoption process? The first thing will be an assignment or a page with the information. The second is where they will acknowledge that they did the assignment because this is one of the four things that they go to the textbook adoption page and look at the process. Then she made a link to the homepage and then she has the links to the two parts of the homepage that really needs their attention. They need to review the textbook adoption process section and textbook laws and policies in general. There are some later on, but this is the place where you go look at the page and acknowledge that you have looked at the page. First, is an assignment so she can change it so they just sign their name as nongraded, submitted or not. The next slide has just the quiz where they are just saying that they read it and put their email because this is one of the required things that they look at.

The last part is feedback on the textbook adoption process. Just a discussion, do you have any questions on the process. This will not be a requirement. This will not be part of the mark as done. Commissioner Linker is looking for a place to give feedback, but narrowing it down to the section that they might have that question and there was conversation in the past about being aware that they are monitoring it and using a specific email that the textbook advisors will have to communicate with DPI specifically Dr. Fair any questions so that they will get an alert that says someone has put something in. If the window is left open until the training period and then close the window for the assignments, then it won't be necessary to go back and check it. That is a way around somebody putting a question in and knowing to get back with them with that question.

Commissioner Linker asked if the requirements in the four areas are okay, where they sign their name and the general information, either a slide marked done or a general thing typing their name to indicated they viewed the slide or gone to the web page. For information on the slide to mark that it is done, they mark to indicate they have looked at it. They have to go to that page before they go to the next page. Commissioner Sise likes that they must sign their name that they have read it. Commissioner Jimenez and Commissioner Flowers both agreed.

Commissioner Linker: The next thing, "What is the textbook commission?" is the same sort of thing. The one that was a movie, she took out and replaced with a slide. If you're in the student view the slide "What is the textbook commission"?, it was a PNG that she uploaded to the page but she is going to remove it because you can't read it in the student view. She wants it to be the whole screen. That was one of the four slides that made up the movie and so is the next page, "What is a textbook?". The third one is where the policy is, click here to learn more about the textbook commission. The slide before is a hyperlink and if you click on that slide it will open it

up and then is just an assignment. It says to click on this to learn more about it to indicate that you have reviewed the SBE policy by typing your name into the textbox.   On the student view it looks like an assignment with a submission button. They need to do the video because it won't pop-up if they don't cick the submission button. Commissioner Sise likes it because at least they will have to open it. They can't make them read it but by opening it they will read it. Commissioner Flowers said you can add the words "indicate by clicking on the submit assignment button in the textbox" but they should know to do it by now. Commissioner Flowers clarified she was saying in Canvas in general you can add that. Commissioner Linker said she does like the idea to put click the submit button. She said that module provides them with the opportunity to ask questions. Advisor didn't change. The slides 1,2,3,4 are the same. The last thing, which may be a repeat of the first one, is a quiz because the SBE policy text 2002 is on the checklist of things that they must do. The original slides did not change.   That's general information about an advisor and then it takes them to the one slide is hyperlinked and the link is in the quiz. She added a second question. The first question is "what questions do you have about advisors?". "Do you need any additional information about your qualifications, role or responsibilities?" Then she added a second question.

Commissioner Linker: The next part still needs updating but that is just a placeholder.   The next section she added trying to go through the requirements that they need to do. "What do I need to know before evaluation week?" are things they have to do on the checklist in their packet and one is that they need to review the Invitation. The first slide is a quick "What is the Invitation?", just a quick information page. The second is a link to the actual pdf document and she wants to upload the PDF so they can download from the canvas course if they need to which might come later. If they click on the link it takes them to the pdf on the website. This is in two different ways because this was before she couldn't decide if they were going to have them sign or make it more of a quiz because as a requirement she would probably want to go to the next one that is the acknowledgement of the assignment. It basically states, provide the following information to indicate that you have read the 2020 Invitation to Submit and the quiz is 1) you put your name and 2) is put your email. She included it again so if they did not look at it in the previous slide they can look at it from this point and if there is any feedback or questions about the Invitation.

Commissioner Linker: The next is their standards course review which is one of the four things they are asked to do prior to coming and to look at the standards ahead of time and to bookmark or print and bring a hard copy to the evaluation site. It is all on one slide. There are modules for later when the first part is deactivated after the initial training. The standards or site for the standards is linked. Depending on what they are hired to evaluate it will say you will need to review the four standards for the areas you are evaluating; bookmark or print a hardcopy. Math 9-12 have the links to the standards because the Discrete Math and NC Math 4 and Precalculus are in a different place then Math 1, Math 2, and Math 3. That is hyperlinked in the Invitation also but it is placed here too.   CTE standards are all housed on a server at NC State and if they

click on the word here it will take them to that site and from there it will take them to their standards. That's just telling them that they need to review them.

Commissioner Linker: The next section is going to be the quiz acknowledging the assignment. Provide information to indicate you reviewed the standards for the courses you can be asked to evaluate. Sometimes after they (advisors)get there (evaluation site) we ask them to do something in addition to what we originally thought because we need different eyes in a different area. The first question their name and the second question their email. She doesn't know if she should do feedback on their course. The only part in this modules for feedback would be the Invitation. That's the required part, the first six modules go with the flow and the order of the goals. The first two goals.

The next 3 modules will house resources and will be used during evaluation week. Link the standard and links to the samples of the criteria sheets in the Invitation which will be a pdf, chunked and information pertaining to evaluation week (i.e. room rules, workflow, spreadsheet) Those will not be published until after the training point has ended. The first part will be unpublished and the last part published. This is a continuous process that goes through phases. Commissioner Linker asked if there were any questions. Commissioner Linker said she did realize that she needs to add information under before evaluation week about the blackout period under the evaluation week because they need to know that ahead of time and about conflict, that the advisors don't have a conflict. Those are two things that they are asked about before they are asked to be advisors. If there is a better place to do that other than before evaluation week. Should it go under an advisor, since that is specific to advisor? The thing about interest, piloting a program. Dr. Fair said that in their interest form application there is a place for them to indicate anything they piloted and one of the forms, the conflict of interest form would indicate that as well. Commissioner Linker asked if that is done before they are selected? Dr. Fair said no, when they do the training for them they receive an email with the forms, so, it is done prior to selection. Commissioner Linker said it should go there or will that be before they have access to the course? Commissioner Linker said she feels that is in the form that they filled out that they looked at for the potential candidates. Dr. Fair said that's what she was saying, it's in the interest form they fill out because they had to be sure that anybody selected does not have a conflict. Commissioner Linker indicated that they would not need to add (here) because access to this Canvas course is after they have met all of the digital requirements. Dr. Fair explained that unless she wants to mention it as an overall requirement as a reminder but they would not have to sign off. Commissioner Linker asked should she just add something about the blackout period. She said she will add a slide under the advisor's section as advisor 5 – just a little more clarification on the blackout period to make sure they notice it. Commissioner Linker said there are a lot of things in the 2020 Invitation and not all for the advisors, and she's not sure that they might overlook something they (the Commissioners) think is important for them to notice. Dr. Fair said that was the original intent of the advisor's packet because that was the way to pull out the information that was important for them and in the past they have asked them

(advisors) to review the information just to have knowledge that it existed. Because that was a way not to inundate them with the full document because that document is really the call, the invitation letters for publishers to get all the information they need to submit as well as for the commissioners to understand the process and what the publishers will do and what they (commissioners) will do. That was the purpose of the packet to pull in information that they really, really need to focus on, the expectations. Commissioner Linker is trying to put everything in the advisor's packet in the first two modules. She asked if she should add something about the blackout. Dr. Fair suggested Commissioner Linker might have a page with a bullet list of the important reminders. Commissioner Linker said that she was trying to use it as her guide. She doesn't have the specific logistical information that will be added and what they need to bring. Commissioner Linker asked for other suggestions.

Commissioner Linker mentioned a peer review form for other commissioners to give their input. That would be the next thing to send out. She is fine tuning and she suggest that they just do it themselves (the subcommittee members) rather than calling a meeting in a week or two and Dr. Fair will send the same peer review forms she sends to other commissioners to the subcommittee once she lets Dr. Fair know that she has some things that she needs feedback. That way she will get input as she is adding and tweaking. If that is okay with everybody. There are a couple of steps to happen. They will need to come back after the peer reviews are done. She wants the first six modules, pre-evaluation week stuff hammered out. She is not sure about school starting and schedules and there will be more information on July 1. She mentioned her school schedule has been changed. Commissioner Linker asked if they want to meet in 3 weeks for a quick meeting to roll out. Look at a date to roll out to the commission. Commissioner Sise said 3 weeks was okay, that would put them around July 2. Commissioner Jimenez and Commissioner Flowers were okay with July 2. Dr. Fair will send out another Doodle poll for a time for July 2 and in the meantime, they will get a form about the peer review. In two weeks they will get the advisors pushed out for the peer review. She will make the changes to the timeline

Adjourn: Commissioner Jimenez made a motion for the meeting to be adjourned. Commissioner Sise second the motion for the meeting to be adjourned. All Commissioners that were in attendance agreed to adjourn. Meeting was adjourned at 11:58 p.m.

Minutes taken by: Audrey Long, NCDPI

Date of approval: July 22, 2020