

**North Carolina Textbook Commission Subcommittee on Digital Resources Meeting
Minutes - DRAFT**

March 19, 2020

Virtual Meeting

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

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

Subcommittee Members Absent: None

Others Present: Dr. Carmella Fair (NCDPI)

Call to Order/Roll Call

Commissioner Kathleen Linker called the meeting to order and asked Dr. Carmella Fair to do a roll call for attendance and to determine quorum.

Commissioner Linker noted that due to the current state with social distancing, groups cannot get together to work on modules. In addition, some members have other priorities to provide support for teachers and students in their districts. She stated the subcommittee will conduct the business as outlined in the agenda but once that happens, the subcommittee members will log off and work on modules individually as assigned. She indicated the meeting will not last until 3 p.m. but will conclude at the end of the business and commissioners will go work individually. She mentioned the subcommittee will meet again in two weeks during the week of April 2 to see where members are in the work on the modules. Linker stated the subcommittee members will report back and send out the modules for peer review prior to the next Textbook Commission meeting on April 17.

Linker mentioned looking at the minutes (from the previous meeting) at the end of the meeting.

Updates

Linker reminded subcommittee members that Dr. Fair had been asked to look into several things for the subcommittee. She noted the first was access to Canvas for subcommittee/commission members who are not public education employees because they would not have access. Linker mentioned she, Fair and Commissioner Moody determined to provide access for those members

to add them to the courses. She stated this is in process and because of that Commissioner Chesher will not have access but they can share through PDFs. The solution is in process.

Linker mentioned that she asked Dr. Fair to check on videos. Linker stated policy requires a transcription with videos. She asked Dr. Fair about using YouTube since it transcribes videos. Fair indicated that Pam Batchelor, who is the agency's Canvas product manager, made the recommendation to have a way for transcription. Linker mentioned that as they work and if they decide to use videos, members need to consider that requirement.

Linker talked about an idea to let the advisors' course be a central warehouse for advisors to submit required documentation rather than submitting a copy in email and bringing a copy to the site. She explained this is not possible because Canvas is not secure for documents with sensitive/personal information. She stated the advisors will have to continue to provide through secure email and bringing a paper copy on site.

Canvas Course Creation

Linker asked subcommittee members to share out where they are in the Canvas courses. She noted how members can see the courses in Canvas. Linker provided updates for the advisor module. She and Commissioner Flowers worked on this one. They have not uploaded any additional information. They completed presentation slides and are working on a quiz. They are not able to work on this today due to working remotely, so they will divide the responsibilities to work independently. Linker mentioned sketching out things they can't do now, they will change due to things that no longer apply. They have the same information from the last time: General Information, statutes, process, formulating quiz or questions to go with presentation to ensure viewing of materials ahead of time, creating a flyer to send out through listservs when finding advisors. Other members are able to work on the flyer if they would like.

Linker mentioned the Textbook Commission course is live now and members can see it. She invited Sise and Jimenez to provide updates. Sise said she double checked things from the last time and she and Jimenez were only waiting for the response about the videos. Sise mentioned the digital systems tab they left a note to add a video because they were waiting for confirmation on how to load. She and Jimenez will put the video in YouTube so it can be transcribed. She stated everything else is done and once the video is up, the module is ready to go live.

Linker stated, she asked Fair to send DPI consultants' slides as PDFs so Sise and Jimenez can put them up in the module in a place for commissioners to refer. Linker mentioned this information would not go in the advisors' module. Sise noted this can go in the Essential Information tab. Sise noted other tabs to include operations manual, State Board policy, tentative schedule, and attendance policy. She mentioned adding a tab for content.

Linker discussed a peer review of the modules before putting out for everyone to see. She stated Dr. Fair will handle the logistics of the peer review by using a Google doc to go with each course so reviewers can give feedback. She noted Dr. Fair to ask each course to provide a general description, and within each course to provide names/outline of tabs, modules and provide description/purpose so she can ask reviewers to give feedback in a concise way. Sise asked Fair if she would like information emailed. Fair confirmed.

Linker directed subcommittee members to work on their individual module tasks between now and the next meeting. She mentioned finishing the to do list. She directed members to check a document that listed all the things to do and she will add the due date for all the modules for the next subcommittee meeting. Linker stated they will do a quick review of where they are at the commission meeting tomorrow. It will be a quick statement, here's where we are, here's what we are working on like it was shared at the last commission meeting.

Linker asked Dr. Fair to survey the subcommittee members for a date in two weeks - April 2 or April 3 to share out what they do in the next two weeks. Linker mentioned Cheshier having access or a backup plan for him to view the work. Fair clarified information for the meeting in two weeks, specifically about surveying members about a time for the meeting. Linker asked her to survey about the time due to other virtual priorities now for members. She asked Fair to give a morning time and an afternoon time to see what works best.

Jimenez mentioned having morning meetings and stated the afternoon is the better time. Her meetings are between 10 - 12. Linker agreed and asked Fair to just look for afternoon times since her meetings are in the morning in addition to touching base with staff after the meetings in the morning. Sise noted her meetings are the same. Linker suggested checking for 1 and 3 on the 2nd (April) or 3rd. She noted it is a chance for the subcommittee to review before sending out for peer review and have everything ready for the commission meeting on April 17.

Linker stated the minutes from the last meeting will be combined with the minutes from this meeting for review and approval at the meeting in two weeks on the 2nd (April) or 3rd. Linker asked if everyone was in agreement to review the minutes at the next meeting. Sise, Cheshier, Flowers, Linker, Jimenez agreed unanimously. Linker noted the business was taken care of and asked if members were clear on work. She mentioned she and Flowers already know what they will do independently, and other members already noted changes for the commissioners' module. She mentioned if there were no questions the group was ready to adjourn. There were no questions.

Adjourn

Linker asked for a motion to adjourn. Chesher made the motion and Jimenez provided a second. She asked all in favor to say their name and if they agree or disagree. Sise, Chesher, Jimenez, Linker, Flowers all stated their names and that they agree to adjourn. Linker stated this and reminded members to look for the survey from Dr. Fair, to work on the modules independently and come back together in two weeks. She told members to be safe and ended the meeting.

Minutes taken by: Dr. Carmella Fair

Minutes approved: April 2, 2020