

NC Textbook Commission Subcommittee on Digital Resources Virtual Meeting Minutes

May 27, 2020
3 p.m. – 4 p.m.

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

Roll call: Dr. Fair did the roll call.

Members Present: Commissioner Kathleen Linker, Commissioner Angela Flowers, Commissioner Hannah Jimenez and Commissioner Lindsey Sise.

Members Absent: Commissioner William Chesher

Approval of minutes: Commissioner Linker asked for the approval of the minutes. Commissioner Jimenez made a motion to have the minutes approved. Commissioner Sise second the motion for the minutes to be approved. All in attendance agreed for the minutes to be approved.

Canvas Course Creation: Commissioner Linker began the meeting. Commissioner Linker wanted to make sure that it was understood that the work the subcommittee is doing is fluid and under creation. Changes will be made as they go through the process.

Information has been distributed for peer review, one person has viewed and hasn't completed the review form. One has asked for an extension. The deadline is now pushed out for the Commissioners' course, no changes have been made that she knows of. Commissioner Jimenez said no changes have been made, they are waiting for feedback from the peer reviews for the Commissioners.

Next is the second Canvas course. Commissioner Linker has added some items and Commissioner Jimenez helped her with some of the kinks. In the student view Commissioner Linker initially had it where you would have to mark complete and go in sequential order but that was before she added the additional slides. It won't be a good view right now for the student view until she goes in and makes the changes that control the flow of the first three modules. The idea being that on the landing page, when the advisors log on, they will either mark complete if it's a page that they want to make sure the advisors have seen or signify that they have read something by submitting their name. Commissioner Linker asked for everyone to open the advisor's course.

Commissioner Linker explained that first you will see the modules. The first module is the welcome, when they open that page, that is the general page. It has not changed but on the

welcome module you will see the goals of the course because she realized that they did not say what they were and that would be a good addition. At this point there are three goals and under the goals are sub areas, and that will be the order of the course. The first goal is to provide an overview of the textbook evaluation and adoption process. This is the first module. Who is involved, who is the textbook commission, the Board of Education and DPI, and how everything comes together?

The second part - what is the process and the statutes and laws that govern the work. The second goal is to provide information on the roles of the textbook evaluation advisors. The first part of that is the selection and qualification which is in the second module, and preparing for the evaluation needs to be added. The third goal is to provide a place to house the reference materials. There will be modules for areas under review such as math, CTE, ELL and EC advisors. There are modules created for those, but the content is not in those modules yet. The modules will be linked to the standards and the specific criteria sheets so all that information it is one place. Basically, it will be a one stop shop so everything that the advisors need will be housed in one area. Commissioner Linker mentioned that it was going to be fluid (creating the Canvas courses), that things will change as they go through the process; one of the things that she sees happening is that the first two to three modules will be pre-evaluation week. This will consist of things that need to be checked off and seen before evaluation.

Commissioner Linker mentioned that Dr. Fair has a webinar with the advisors to make sure there are no questions and during the webinar, Dr. Fair will go over documentations that they might need, things that will need to be taken care of before evaluation. A lot of the things for the advisors would go under preparing for evaluation. There is an advisor's packet. In the advisor's packet that was used last evaluation for ELA there are four things that they (advisors) will need to do before the webinar: 1 – review the Invitation, so Commissioner Linker is going to add a section, preparing for evaluation and in that she will add the actual Invitation document, not just a link to it and make an assignment (in the course) for advisors to indicate that they have read it. 2 –read the specific statutes that apply to the work which may be ahead in that same module or before and that will address that part of the advisor's packet. 3 – review the logistics/requirements for evaluation week, for example, advisors will need to bring a laptop. There will be a slide for logistics. This part needs to be added, the Invitation is not in there currently. Initially the plan was to have a link to the Invitation instead of going to the website.

Other items for evaluation week that may be included can be anything that is decided upon for physical rooms, like who is going to start with what submission number, and commissioners assigned to the rooms will make a Google doc. Whoever is in the room from the commission will be in charge of handling the logistics in the room. Advisor A is going to start with assigned submissions and commissioners will pace the work of the advisors. That document will go in the course. Commissioners will use the announcement part of the course to place any announcements either for advisors in that room or for all the advisors. Canvas allows you to

group by room or you can say you are in this room and see this information but that won't occur until they have the names of the rooms.

A list of local restaurants will also be added to the course. Anything that the advisors will need will either be in the course or a link will be provided in the course. The media release form will be in the module. Advisors will be asked to upload a picture and tell about themselves like an ice breaker, but the DPI media release form will need to be completed before this is done. There will be an assignment for advisors to indicate they downloaded and read the form. The forms can be submitted through Canvas, but they will probably also need to bring a paper copy of the form with them to the site at evaluation week.

Dr. Fair has some infographics in her presentation for advisors that are informative and engaging. Commissioner Linker would like to incorporate some of the infographics or have a placeholder for the information about how all the parts of the process go together, those are additional slides that will be added. The only other thing that has been changed, Commissioner Linker had a technical problem that Commissioner Jimenez helped her to correct. The section "what is an advisor?" module, she had the board policy linked to it, but she couldn't get it to work. She had to upload an image, hyperlink the entire image so when you click on it, it will take you to that policy. The contents are the same, but Commissioner Linker has decided to make the hyperlinks accessible links.

Under "Why become an advisor?" there is a link to the flyer, and Commissioner Linker needs input on what to add to the flyer. After original discussion about "What are the perks?" other than salary and reimbursement, certificate of completion with the number of contact hours, Commissioner Linker was not familiar with other perks but at a meeting at DPI commissioners talked about the specific areas which are teacher evaluation and participation in this opportunity - there would be documentation. Commissioner Sise and Commissioner Flowers were given specifics that needed to be added to the flyer. Commissioner Sise said that it would be hours for knowing the content that they teach, there could possibly be leadership hours because this is a role outside their building that would impact their entire county. It should also be contact hours and she wondered if it can be literacy also because they will be reading non-stop for 5 days. Commissioner Sise said that Commissioner Linker may need to check on that because that is one that is hard to get sometimes if you're not in a content area subject. Technology also, because there is a computer component for almost every vendor. Commissioner Linker said they should get a CEU for literacy and digital learning and then for the teacher evaluation form tying it to the leadership goals and the content that they teach (Commissioner Sise commented as well). Dr. Fair said because DPI cannot issue CEU's, participation credit is provided in a certificate. She will follow up with her colleagues on how to do that in Canvas courses. Normally, the certificate of participation includes descriptions of the possible areas that the teacher/evaluator has worked in during the time that they participate in evaluation and the district decides if and what credits they will award.

Commissioner Linker said that her district usually does that also. Commissioner Linker said that they do an out of district proposal and they use Frontline. Someone must ultimately approve yes if you are using this number of hours or no. They can suggest checking to see if they meet the requirements for those areas specifically, the teacher evaluation, the NCEES goals with leadership and knowing content. Commissioner Linker asked Commissioner Flowers if she knew of any because she knows the goal numbers. Commissioner Flowers agreed with Commissioner Sise about digital learning. Commissioner Flowers said she is willing to help. Commissioner Linker said they can finish it so that it's completed and ready and when they have dates, they would add them, because the list serves will be used to push out the flyers. Commissioner Linker said they (commissioners) can also, themselves send out to the people in the districts or district levels about the opportunities that are available. The advisor course is still a work in progress. It is solid in the flow, there are just a few holes that need to be filled in and some materials need to be added. Commissioner Linker has figured out the flow where something can be marked complete and is not an assignment but that it is important that they acknowledge that they have read or seen that slide. Some will be actual assignments, like the statues, they need to review ahead of time. The Invitation and the advisor packet mention that they have to look at the standards ahead of time. All of these parts should be marked complete to show that they have done it, so that they will receive credit as part of their overall time, and they need to be able to verify. The purpose is to give them hours for front work. We need to be able to document that they have completed that front work. Any other suggestions?

Commissioner Linker mentioned to other members they can try it in the student view. The page she just added will not be in there because she must go in and pick the page and mark complete. It was alright last night but she has not looked at it since she added some more views today. Should they come back in two or three weeks because that is when the peer review is completed for the commissioner's course. Commissioner Linker asked members when it would be a good time to get back together. She asked Dr. Fair will send out a Doodle poll. Commissioner Sise said she is done (with school) June 3, Commissioner Jimenez is done (with school) June 5th, Commissioner Sise said she and Commissioner Jimenez's piece was complete so anytime will be okay with them. Commissioner Flowers will be finished (with school) on the June 10th and depending on how much she needs help with that piece she can do it in 2 or 3 weeks. Commissioner Linker said the June 11th or the next week the 18th. Commissioner Sise asked Commissioner Linker what was best for her. Commissioner Linker said she would rather do it on the June 11th. She said she would like the bulk of the advisor's part to be complete for the initial parts so that they can go on with other parts. Commissioners Sise, Flowers and Jimenez indicated the June 11th is fine. Dr. Fair will put on the calendar that they will come back and review on the June 11th and push out the review date for the commissioner's course until the June 10th. Reviewers can look at it before the 11th and if Commissioner Linker can finish the advisor course it can be pushed out for review also. Dr. Fair can do a Doodle poll for a time on the June 11th. Dr. Fair asked if they wanted afternoon, late morning or afternoon. Commissioner Linker said to do a late morning and afternoon.

Timeline: The next meeting will be on the June 11th to review both the commissioner and advisor Canvas courses.

Next Steps: Final Review of both courses

Adjourn: Commissioner Linker asked for someone to make a motion to adjourn the meeting. Commissioner Sise made a motion for the meeting to be adjourned. Commissioner Jimenez second the motion. All in attendance agreed to adjourn the meeting. The meeting was adjourned at 3:37 p.m.

Minutes taken by: Audrey Long

Minutes approved: June 11, 2020