

NC Textbook Commission Subcommittee on Digital Resources

Virtual Meeting

May 7, 2020

2 p.m. - 3 p.m.

Call to order: Commissioner Linker began the meeting. Commissioner Linker indicated they are going to begin with the timeline first in case her connection is interrupted.

Roll call: Dr. Fair did the roll call.

Members Present: Kathleen Linker, Angela Flowers, William Chesher and Lindsey Sise

Members Absent: Hannah Jimenez

Approval of minutes: Commissioner Linker called for the minutes to be reviewed and to have them approved. Commissioner Sise made a motion for the minutes to be approved. Commissioner Chesher seconded the motion for the minutes to be approved. Dr. Fair did a roll call for the Commissioners to see if they agreed. All Commissioners in attendance approved.

Canvas Course Creation: Commissioner Linker said invitations were sent out for peer review for the commissioners' training course and that will not be due until Monday. Subcommittee members are still working on the advisor training course and adding some additional resources to the course. Commissioner Linker would like to propose that they meet again three weeks from today which will be May 28th. She asked subcommittee members if that would be fine. Commissioners Sise, Chesher and Flowers were okay with that date. In the meantime, as they receive the peer review suggestions they can continue to work on the course as they have been independently. By the time they meet on the 28th they would have time to review and make any additions and they will have the final look and release to the Commissioners in general. They will look at the advisor course today. The main thing is the content and how to put it up so that it is user-friendly. They will send out the peer review for the advisors within the next week so that they will not overlap, get those back and have the changes in place so that both courses will have peer review and a chance to make any changes within the course content on the 28th. Dr. Fair wanted to know if the meeting on the 28th will be at 2:00 or if she needs to send out a poll for the time. Commissioner Linker requested a poll to be sent out since Commissioner Jimenez was absent.

Commissioner Linker said they are now going to look at the course creation, login and the advisor course. Commissioner Linker wanted some feedback because the last time there was a problem viewing the video. Commissioner Linker came up with two options: instead of just having a slide, it would be a movie of four slides together, the second thing in the welcome module and that will require you to login with a Google account. Advisors need a Google account, either personal or school. Commissioner Linker has been thinking that maybe the

feature to link to Google shouldn't be used for that reason. Her school has been trying to use the feature and posting for students, it will be a student view and she discovered without logging into a Google account you cannot view even if it's in a public folder or unrestricted it still asks you to login to a Google account to view. Commissioner

Linker played with it. In the module for the Textbook Commissioners, the second slide was hyperlinked to the State Board of Education TEXT-003. The course developers wanted to have a quick intro slide, click on a link to read, a link that would indicate that they have read the material that is privy to them, and having a webinar with Dr. Fair. It would be an assignment that they would submit in the text entry clicking on the hyperlink. The advisors will type their name which would indicate that they have read the State Board of Education Policy TEXT-003. Commissioner Linker asked if anyone had questions or opinions. Commissioner Sise said that it was easy to follow. Commissioner Linker said that since everyone is not in Canvas, the learning curve is something that those who don't have Canvas wouldn't have experience with and it becomes an issue. They were trying to modernize the process. Commissioner Sise wanted to know, regarding the Google account, would it have to be linked to a school since it's run through DPI or if it can just be an email account. She was wondering about the parent advisors. Commissioner Linker says that it wouldn't have to be through DPI because she can login and her account is school and not state. Commissioner Linker said it just requires that you log into a Google account. Commissioner Sise said that for people who do not have a lot of experience it would be an unnecessary step. Commissioner Linker said it gives them a nice visual. Commissioner Linker and Commissioner Jimenez are trying to figure out how to hyperlink within a pdf or a slide or an image in an assignment. Commissioner Linker said that the advisors need to be able to see the overview, click on a hyperlink and sign off that they have done what was requested. It will all have to be in order. There are pertinent criteria the advisors need to read before they come on-site. All of this should be done before the advisors have their webinar with Dr. Fair and after they have received the letter of acceptance. When specific dates are determined, they will be added and there is info that will be shared with them about accommodations, transportation and mileage. That module has not been added but it will be added within the next week. Commissioner Linker was thinking maybe a slide and a link to where it is located. Commissioner Flower shared with Commissioner Linker about ways to make it user-friendly. Commissioner Linker asked if there were any questions. Commissioner Sise said that it looked good. Commissioner Linker said they will follow the format that is in the slide show and in the second she might redo and make it an assignment and a link. She is trying to figure out how to mark complete. Commissioner Jimenez is going to help her with this. For the areas that they don't have to mark complete it is a way to go to the top and mark complete to go to the next section. Commissioner Flowers said she doesn't know but she has a resource (person) she can ask who uses it frequently. Commissioner Linker wants it to be marked at the top as complete and allow them to proceed to the next Commissioner Linker asked if they can copy it on a slide for them to sign underneath to agree like an assignment or is the form needed. module. This would assure at the end of the module that they have completed everything and have not missed anything.

Commissioner Linker said one other thing was that on the student view, the front page, the general intro page, she thought the page was set up to go directly to the first module but it does

not and the prerequisites don't start until the discussion and the welcome module. But she wants it to go to the landing page. It takes you to module 1 because all the things on the side won't be there. Commissioner Linker asked for suggestions. Modules for math 9-12, CTE 6-12 and EL/EC will just be for housing. They will have links to get to the criteria and standards sheets. Everything will be in one place. That would be just a matter of uploading the links. Commissioner Flowers uploaded some of them. They are in the files for the course they just need to connect them to the modules. Maybe during evaluation week, in the math 9-12 room maybe they can pull up the Google form and have a way to track who is doing what. This will be added as they get closer to the date. Dr. Fair told Commissioner Linker she will get her the media release form for the advisors. Commissioner Linker wanted to know if this is something that they can submit through the course. Dr. Fair said yes, it is just an agreement to sign. It doesn't have any personal information in it. Commissioner Linker asked if it could be copied on a slide and signed underneath that they agree like an assignment or if the form is needed. Dr. Fair said it is a form that is required. Commissioner Linker said they could just do the form. Dr. Fair said it can either be part of the packet they get to her before the course or they can do it in the course and she won't include it in the packet or it can be included in the packet anyway in case some don't submit and they need a reminder to submit. Commissioner Linker suggested including it in the packet and adding it before the introduction slide. Dr. Fair indicated she and Commissioner Linker can discuss it more. Commissioner asked if there was anything else, otherwise they were finished. Commissioner Sise asked if 2:00 was the time (for the next meeting). Commissioner Linker indicated Dr. Fair is going to send out a Doodle poll in the next week or so and she will do the agenda.

Timeline: May 28th Commissioner Linker proposed the next meeting to be review sent out for commissioner

Next Steps: Assigned members will complete the development of the advisor Canvas course. Assigned members for the commissioners' Canvas course will go over the peer reviews and make any changes within the course content by the 28th.

Adjourn: Commissioner Sise made a motion for the meeting to be adjourned. Commissioner Flowers second the motion. All members in attendance agreed for the meeting to be adjourned by roll call.

Minutes taken by: Audrey Long, NCDPI

Date of approval: May 27, 2020