

NC Textbook Commission Subcommittee on Digital Resources
Virtual Meeting Minutes

November 4, 2020

3:00 p.m. – 4:00 p.m.

Call to order: Commissioner Linker called the meeting to order and asked Dr. Fair to do the roll call.

Roll call: Dr. Fair did the roll call. Commissioners Angela Flowers, Hannah Jimenez, Kathleen Linker, and Lindsey Sise were present. William Chesher was also present after the approval of the minutes.

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

Module Work for Advisors Course: Commissioner Linker started the meeting by reviewing the changes and updates to the advisors' course. She thanked Commissioner Jimenez for making some changes to the introduction page and other pages. She added the parking and packing tips which were suggestions from the advisors. Commissioner Jimenez said she also added discussion boards for questions and concerns for every module except for the welcome and the "what I need to know before evaluation week" module. She did that because she thought that any questions that came up might come up for the carpooling and packing tips discussion board and if not they can use the discussion board for the next module.

Commissioner Linker presented the next item of discussion which is to add a picture and a bio. She is hopeful that before it is released they will be able to add a group photo with all of the Commissioners. This was discussed before COVID. It was on the last official meeting to have a group picture. That can be added as well. The other items that Commissioner Linker had to follow up with was the resources to go into the Math CTE mostly EC and EL. As an update, Commissioner Linker and Dr. Fair spoke with the DPI consultants to see what they thought would be important and helpful for the advisors? They are sharing some information but in some cases it will be bookmarks. For example, for EL, WIDA is in the middle of being revised so they will put the current WIDA standards in for the EL teachers, but it will just be a placeholder and it will be changed out when the update is released in the Spring. The consultants (EC and EL) mentioned that the slides they presented to the Commissioners at the beginning of the year will be the same slides they will present to the advisors when they are in training mode. The

presentation slides will be added once they send them and the EC and EL will be their presentation and the link for the WIDA standards which will change as soon as they are updated.

The other item was the unpacking document. Commissioner Linker feels that it should be revisited. They (teachers) have had the document for a year. If this had been done in June it would have been new. Advisors would have time in the standards and blueprints. She feels that too many resources might sidetrack or take up time that they don't really have. The advisors should know the standards at this point. Commissioner Linker asked if they should put it in as a resource if they have to have it? But hopefully they should be current on practices. That section would be for the WIDA standards if they are updated at the last minute. If there are any support documents on that change over. Any thoughts? Add or don't add? Commissioner Jimenez personally feels they (advisors) should already know where their information is, but she doesn't feel that it would be a bad idea to have it there. Sometimes it is easier to have everything built into the platform. Especially for evaluation week. Whatever technical difficulties that may happen to the people while there, it might be best to think in advance about everything that might happen and at least everything is already linked even if links have to be updated closer to the time. Commissioner Linker said they will go ahead and add the information as part of training and mention it is there should they need them but hopefully they won't need to refer to them. Commissioner Linker stated she would hate to see someone spending time in the unpacking document that they can use in the submission materials. She can see it as a refresher if they are asked to review something they haven't taught that year. Commissioner Flowers agreed with Commissioner Linker. Commissioner Linker spoke in regard to the unpacking documents and maybe not the crosswalks. She indicated she is not sure that everything has a crosswalk or unpacking documents, but what is available she will add a link to it. Commissioner Flowers wanted to know if any CTE classes with blueprints, they would probably not need an unpacking document. Commissioner Linker stated she is not sure they have unpacking documents. She will go back and ask. There are some new courses but there would not be any unpacking documents because they are new courses. She will check with them because she did not talk with CTE, primarily Math and EL and EC, to see if there is anything they would recommend or if there is anything they would want them to bring. They will put a digital link in the folder for them as well.

There was some discussion about the video, some people thought that it was long. They talked about maybe clipping it but was it decided to leave it like it is? Commissioner Jimenez said the first video was required viewing and for the second she made a note that it was optional but that it might answer questions they have because it shares personalized advisor experience. This is to say we know it is long, but they don't have to watch it in its entirety but that it might be beneficial.

Commissioner Linker said if there were more suggestions, otherwise, they are basically done except for updating items as they get updated. Commissioner Linker said that Dr. Fair and DPI will review the modules to make sure they meet all of the requirements for accessibility. This is done for what can be done now. Everything else will be added right before evaluation week. Does everyone agree? There was agreement.

Next Steps - Commissioner Linker said the next step was to meet with the Commissioners as a whole so they can review what they have been working on and share the modules as well as get feedback from them. Commissioner Linker said the next thing was to look for tentative dates, tentatively January. Commissioner Linker asked Dr. Fair to come up with some dates and poll the whole body of Commissioners. Dr. Fair asked if she had some dates that would work for her and they could work around that? Commissioner Linker said any time after the first week in January because they are tentatively scheduled in her district to go back face to face at that time. She would not do the first week in January. Dr. Fair asked if any other day would be fine. Commissioner Linker said yes. She can work around that as long as she knows in advance. Dr. Fair asked about the time? Commissioner Linker said maybe the second or third week around 9:00 am virtually. There was agreement to do it virtually. It is easier to plan for that than face-to-face due to logistics and if it is even allowed. The first two weeks, commissioners at the high school level, may be getting settled with high school courses. There are two or maybe three commissioners that are high school. Commissioner Jimenez said that she is available as long as it is the afternoon and Commissioner Chesher said the 3rd week in January is good for him also and in the afternoon. Commissioner Linker mentioned Commissioner Chesher is in as an attendee. He is on his phone. He said the third week is good for him. Commissioner Sise indicated he has been texting. Dr. Fair mentioned he would need to unmute himself. Commissioner Chesher mentioned mid-January is better for him and later is better that 9 am is a little aggressive for him. Commissioner Linker asked Commissioner Jimenez and Commissioner Chesher if 2 pm or 3 pm is better? She said it could be an hour or more than an hour. Commissioner Chesher mentioned he is flexible. Some counties are going to plan A and he can only imagine the extra hours when they go to plan A. He thinks 2:30 pm or 3 pm are better options. Commissioner Flowers said she finishes at 2:45 pm even though they are virtual. On Monday, Wednesday, Friday she is teaching live. She said Tuesday was fine. Commissioner Jimenez said she feels that Tuesday or Thursday is fine, and Commissioner Linker clarified that Tuesday or Thursday at 3 pm. She asked Dr. Fair if that sounded do-able? Dr. Fair said yes but mentioned Commissioner Flowers indicated she is not available until 2:45 pm. Commissioner Linker clarified Commissioner Flowers would be available at 2 pm on the days she is not teaching live and she said yes. Commissioner Linker said Dr. Fair might have to give them two weeks. Dr. Fair asked what was the length of time for the meeting? Commissioner Linker said the purpose was to go over both of the modules and to look and review the purpose behind them. She said maybe an hour or two. She doesn't want to start too late and another concern was if they start at 2 pm then they might have to think about subs and paying for half-day subs for the

classroom. Commissioner Flowers said she is willing to make it work. Commissioner Linker mentioned that Commissioner Jimenez had a point, she is doing testing when they get back. She is involved with what is online. Commissioner Linker asked if 1 pm was okay. Commissioner Sise said she can do any time on Tuesdays or Thursdays. Commissioner Linker asked if they could say Tuesdays and Thursdays at 1 pm. Commissioner Flowers said that Tuesdays work for her except for the morning and she is more flexible on Tuesday than Thursday. Commissioner Jimenez said that works for her. Commissioner Linker said Tuesdays and provide 2-3 options for dates. Give the time as 1pm - 3 pm for a two-hour time period. If anybody needs a sub it would only be for half day since they are not traveling.

Commissioner Linker said there will be no need to meet again as a subcommittee before that time to share out. If necessary they could meet in pairs to make notes. Commissioners Jimenez and Sise could do the commission members and Commissioners Linker and Flowers can do the advisors, plan to present. They don't have to meet to do that, it is just talking about the logistics of what to include in the presentation other than the Canvas course unless they want to meet again. Commissioner Sise indicated she can do whatever Commissioner Jimenez would like to do. She can make notes as an outside person looking at it or they can meet as a team. Commissioner Flowers said she and Commissioner Linker can get together. Commissioner Linker asked Dr. Fair if that was do-able. Dr. Fair said she will get out a poll and check the availability for Tuesdays and if anybody will need a sub.

Adjourn: The meeting was adjourned at 3:26 p.m. Commissioner Chesher made a motion for the meeting to adjourn and Commissioner Sise seconded the motion. All Commissioners in attendance agreed to adjourn the meeting.

Minutes taken by: Audrey M. Long