

**NC Textbook Commission Subcommittee on Digital Resources
Virtual Meeting**

Draft Minutes

October 7, 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

Commissioners Present: Kathleen Linker, Lindsey Sise, Hannah Jimenez
Commissioners Absent: Angela Flowers and William Chesher

Approval of minutes - Commissioner Linker asked for approval of the minutes. Commissioner Jimenez approved the minutes and Commissioner Sise seconded the motion. All in attendance were in agreement.

Module Work for Advisors Course - Commissioner Linker said there were five advisors and she shared their suggestions with subcommittee members. She made notes with the suggestions. The first section is the Welcome module. Commissioner Linker mentioned appreciating the input from the former advisors. The former advisors gave some good in-depth feedback. Input was received from classroom teachers and EC (and) EL (teachers) so there is a variety in their suggestions and comments.

The Welcome module was well received overall. The first one is a technical issue. One of the advisors said that on the flyer section that there were scroll bars and she felt that it would be a little cumbersome and people might not realize that they had to scroll to the bottom to get to the next button at the bottom of the page. So, they might need to address that instead of it being 3 different things you have to scroll through that it might be separate slides, maybe. Any ideas on that part? Commissioner Linker

said that she could see that being a problem for someone who is not familiar with Canvas. Commissioner Jimenez thinks that the easiest thing to do would be to resize the flyer so that it doesn't cause it to create another scroll bar. Commissioner Jimenez said she could take a look at that. Commissioner Linker made a note that they will resize the flyer.

Another formatting issue that someone pointed out was that maybe the first slide was a little cut and dry and it might be more visually appealing if they added some sort of graphic or inserted some pictures from the previous evaluators. Commissioner Linker said that they have or had as a background in another slide in the course. It's just a matter of moving it over and adding it. That was the feedback on the format. The other format was an excellent suggestion. Someone asked since they are asking the participants to introduce themselves that they should insert a section for the Commissioners to introduce themselves. Commissioner Sise said that was a good idea because the first meeting can be overwhelming. You don't know who to go to and if they have pictures of the Commissioners then the advisors would know who to go to for help.

Another suggestion was regarding the advisors being able to reach out to each other. Commissioner Linker said she is not familiar with the logistics of the map part but that Commissioners Sise and Jimenez are more familiar with Canvas. The suggestion was either a map of where the evaluators are from or a Padlet. A Padlet where they are coming from either for reaching out for carpooling or to people who are in close proximity to them. The Padlet has to be by regions because there are too many districts to organize a Padlet. So, they can see where they are either visually on a map or posting on a Padlet. That would be an option not requiring people to do it.

Commissioner Jimenez said she thought it would be easier to have a discussion board for each region and that would allow them the space to communicate and connect and it would be an option, not required. That way they would not need to go outside of the course to view it, it would be in one place. Another comment was that there was an error on the

introduce yourself page, to change “allowing your picture...” to “allow your picture.....” otherwise they thought it was well done and the information provided was needed and in an understandable and easy to follow format. Commissioner Linker said she can go in an update from “allowing” to “allow”.

“Before Evaluation Week” is the next area. Commissioner Linker said the first thing, she is not sure if this is already done somewhere because some things were taken out. Someone said to let them know to print the standards if they (advisors) want a hard copy. That may be in “During the Week”. Commissioner Linker said that may be in the video. Commissioner Jimenez said they need to go back and see if that was already mentioned somewhere. It may not be mentioned in that section but Commissioner Jimenez feels like it was something that was mentioned. She thinks it’s somewhere. Commissioner Linker commented she thinks it might be in the video, but it needs to be in addition to the video.

The second comment was a suggestion that everyone wouldn’t need to see everything, but they do need to see everything in the first two modules. Maybe break it down by evaluation area so that people won’t be able to see areas they don’t need. The only area that is broken down specifically is where the standards are, but Commissioner Linker feels like everything else, everyone needs to see. Commissioner Linker said that everyone has access to the map, and everyone has the option to go to the module that they choose, the Math module, the CTE module, etc. Commissioner Jimenez said she felt it could be alleviated by making a video at the beginning of “How To’s in Canvas”, knowing that those modules are not set as required but the first two are set as required. But CTE and Math, you would just choose the one that you are supposed to be a part of. There are ways to limit, like the advisor asked but they wouldn’t be able to do that until the participants are added to the course and that would be very time consuming for someone. Commissioner Linker said they talked about the possibility of cutting off the other two modules and having access to the three course specifics. She’s not sure if the advisors have given them the feedback and that they don’t know that the Commissioners intention is that

the required courses may not be available. All the advisors would need to do during the actual process is go to the module for your specific area and that is where everything would be for them. Commissioner Linker is going to make a note to add in the “How To” that it is not required to allow the advisors to choose where they need to be.

Another comment was regarding packing and organization tips. For example, room temperature. Commissioner Sise feels that would be unnecessary information that doesn't pertain to the message. Commissioner Linker said maybe in an FAQ to dress appropriately since you're not sure how about the (temperature of the) meeting space.

Commissioner Linker stated that someone commented that the flyer may not be necessary since they (advisors) have already been selected. Commissioner Linker said she does agree with that and wonders if the flyer is necessary in the module. She mentioned that at this point advisors have already signed up and selected so it may not be necessary to include the flyer. Commissioner Linker reminded the group that they have gone back and forth about the flyer and if it is needed. Advisors are already signed up and have agreed to participate. She asked the group if the flyer is necessary in the module. Commissioner Sise agreed and said that would take away the need to resize it (the flyer). They agreed to eliminate it (the flyer).

Commissioner Linker told the group that there was a question about how the documents link to the math. She emphasized that is how it is linked by them (dpi math consultants). It goes to the same thing, but it is bookmarked on different parts of it. All standards are in the same Google (slide) and you click on the link that bookmarks down to your specific area. That is provided by the DPI math consultants. Commissioner Linker thinks that is the intention. All three go to the same link. That is how the standards are on the website. When you pull it up, it's bookmarked, and it bookmarks and takes you to where it is on the page. Commissioner Linker thinks it is meant to be that way and that is out of their (Commissioners') control.

Commissioner Linker noted the hope that people who are selected are familiar with how to access their standards.

Commissioner Linker shared another comment which was about the lightbulb and the pen graphic. If they take it out that is the only place it was. So, if they take out the flyer that will take care of that comment.

Commissioner Linker stated they (commissioners) knew this. The last person (peer reviewer) must have been EC or ESL because they did a good job reviewing through that lens. There are not a lot of EC or ESL and she needs to reach out to those areas to get more specific information. Commissioner Linker thinks later on somebody suggested (peer reviewer) that they link the WIDA standards and other things. There are no EC standards but there are EL Standards - the WIDA. There is nothing in that specific module. It's blank. Commissioner Linker said she needs to find a link to the Wida Standards or talk to the consultants in that department and see what they would suggest as a resource hyperlink on that page.

Dr. Fair suggested that the advisors be reminded that they will be using their criteria to do their evaluation and not so much their standards as the content teachers will do. They will be using their criteria sheets for their check. It doesn't hurt if they want to have access to the standards, but they won't be doing a review based on any standards, just on the criteria. Commissioner Linker said she knows that she needs to come up with something that easily explains how they (advisors) are looking at the lens of that specialty area for those students' needs but using a separate criteria sheet. Dr. Fair said she can try to set up a call between Commissioner Linker, herself and the EC and EL consultants who provided the information about the criteria sheets. Commissioner Linker said that would be good.

Commissioner Linker noted the next module is about "Evaluation Week". Someone suggested that they add a schedule for the day, but Commissioner Linker said that is actually something that will be added in the specific courses and they really don't have the information to add but

that is on her list to add once they get closer in. That room will have the schedule of the day in that section.

The next suggestion was that the reflection video seems long and maybe there could be a video for each question. Longer videos tend to be an effort for people due to all the online work. Two or three short videos might have more impact than one long one. Commissioner Sise said she would rather have one video. Commissioner Jimenez said it's an optional video and everyone is not expected to watch all of it. If they want information from past advisors, this is a resource for them. Commissioner Jimenez said maybe they should present it in that way.

Another comment was about lack of content, but Commissioner Linker said she thinks that probably had something to do with the EC and EL, and there wasn't any information in that area. Another suggestion was to add a FAQ section, but she feels that FAQs are addressed in the video. Should they come up with one? Commissioner Sise asked if they can add a caveat indicating the video answers some common questions.

Commissioner Jimenez stated that it is a great idea. She also mentioned it's hard (for commissioners) to know what frequently asked questions because they are on the other side. She suggested adding a discussion board. Commissioner Linker said there should be a question at the end of each module. Commissioner Jimenez said as long as there is a space for them to ask the questions that haven't already been addressed then that need is met. Commissioner Sise agreed. Commissioner Linker noted there isn't one there already (discussion) but she can make the same thing that she did for the first module and add a discussion board for any feedback or questions. Commissioner Linker indicated the lack of content (feedback statement) that was the first asking questions about EC and ELL because there is actually nothing in that specific thing other than the placeholder page.

In regard to the specific course module like Math I, someone suggested the unpacking document might be helpful for teachers who may not have taught or taught for some time. Commissioner Jimenez said they can link it but can suggest if this is a course that they haven't taught for a while the

unpacking document might be beneficial, but many of them are teaching the courses that they are reviewing and probably already have it but they can just link it. Commissioner Sise said why don't we just link it to the main DPI document page? Commissioner Linker agreed because they already have the page with the standards, and it would be just a matter of adding another link. Commissioner Sise said yes, that way they don't have to link multiple things, they can just scroll through. Commissioner Linker is going to make a note to link that. That was the only comment for the math specific.

For the CTE specific, they were used previously in an earlier module. Commissioner Linker stated that she thinks they mentioned them in an earlier module, but she thinks that is not going to necessarily be available when they get on site. Commissioner Linker is okay with it being in there twice because there is a slide that has it all linked in the slide. But the idea was that in order for it not to be cluttered that when they go to evaluation week they would disable or unpublish the first two modules and the only modules that would be available would be the Math, CTE, EC and EL and within those modules would be the pertinent information for the room(s) that deal with the advisors in that areas. Also, they can link anything that DPI consultants share in training within that module. It keeps them (advisors) from having to weed through it all to see their specific area. Commissioner Linker asked if everyone was okay with keeping it in both places. Everybody agreed.

Commissioner Linker said that Dr. Fair suggested someone make a guide for EC and ELL teachers. That doesn't need to be in the CTE standards (module). That would need to be in the EC and ELL module and a reminder that they are not using the standards to evaluate but that they are using the criteria sheets to meet the needs for that special population. Commissioner Linker commented that the person who answered that, maybe didn't know that.

Another comment was that someone attempted multiple times to access the resource (for the EC and ELL) but there was nothing there.

Commissioner Linker said maybe because nothing is there. All agreed that it was because there weren't any. The second one was to maybe link WIDA. There are no EC standards but there are WIDA and ELD standards for the state. Commissioner Linker said she can link them for a reference in case the criteria sheet relates. In the past ELL teachers would say it met this part and this part of our WIDA requirement, but it lacked in this part. Commissioner Sise mentioned having some of those in the room with the EL teachers. She feels like it goes back to the point that everything will be housed in one place and this will be easy for them then at the end of the day if it was all linked in one place it would make it so much easier for them while they are sitting in the room to pull up the Canvas course and click on that document. She thinks it would make it easier if they could just add the links for them to not have to hunt for so many things. Commissioner Linker said when Dr. Fair lines up the meeting with the EC-EL department at DPI, she agrees that the WIDA standards can be linked also for Commissioners who are not familiar with the WIDA document and they can relate back to them in their discussion and findings. Commissioner Linker reiterated to be sure they are looking at the criteria sheets and not the standards for that specific course.

An overall comment was that more information could be added about standard alignment and what would be expected during the evaluation process. Commissioner Linker said that should be added after the DPI consultants have their presentation. She is not sure that should be in there before they are trained by DPI on the criteria sheets. Commissioner Sise said that she doesn't think it needs to be there. They know they are coming to align the standards to the book, so this was odd. She feels like they get that when they get there so it's not something they need to talk about. Commissioner Linker said that DPI can share the slides and they can add a link to refer back to it during the training. They don't need it ahead of time. They will have something to look at once they are physically there, but they don't need to look at it before. Commissioner Linker said they could leave the introduction, the welcome module open for them to go back and see the people that they are trying to connect with. The before and during week expectations will probably be unpublished just to keep it from being too

much. So, they know anything you need for math is in the math room (module). Anything you need to know for CTE is in the CTE room (module). If you're EC and EL what you need to know is in here pertaining to your criteria. They can add training slides after the training. Commissioner Linker asked if they want a discussion platform for each module and the contents, like add one for math and one for the questions so if they have questions they can put it in there. Commissioner Sise said yes, that would be the easiest way because as a question pops in their head they are right there on that section of the canvas course.

Commissioner Linker said she was not sure she understood the DPI canvas course recommendations. The slide media release form was not able to go back. Commissioner Jimenez said it should stay that way because once you answer the question it should stay that way because once they answer the question, they can't be expected to constantly check to see if someone has changed their mind. Once they answer the question, that is the answer for the question. Next one, teacher evaluation areas. The light bulb was already addressed. Adoption hyperlinks to more information and beneficial and effective to research more information. The comments were for overall.

A suggestion was made to have an ending slide. Commissioner Linker noted there was an ending slide. The slide that says that you're valued. She thinks it is still there, but she could move it to the end. That may be something to add, a closing slide. Commissioner Jimenez said it can be arranged, it's already there. It's just moving it. Commissioner Linker asked if they would put it at the end of the last module they can see now which will be the during the week one. Commissioner Jimenez suggested to put it at the end of what they will see before they come because once they come all of the previous information will be hidden so they will only see what they need to see once they are there. Commissioner Linker noted the content area ones they won't see until they are there and she should leave them open in case they want to look at the standards and stuff. She will put it at the end of the during week module. That may be a good place to add, "if you have any questions that you think of please make sure..."

Suggestions for improving training was something talked about but was taken out. She thinks this idea was to make it easier for Dr. Fair and the collection of materials. They have been back and forth. A suggestion was made to include the paperwork and the forms to the course so that they will be completed to streamline; they can simply mark as complete and then Dr. Fair will be able to see who has not yet submitted. Commissioner Linker said she feels this is a question for Dr. Fair. Dr. Fair said she thought about looking into DocuSign, especially for the media release forms, that worked well for the past advisors. This might work well with the teachers and she can send it through the agency's DocuSign, and she can also send it to a mass group of people through DocuSign. Commissioner Linker said she can add whatever needs to be added to make it easier for her. Dr. Fair said she might go in and add a section for things they need to think about regarding the logistics. Commissioner Linker said this may be a good time to add the DPI guidelines and requirements. She mentioned guidelines for accessibility. She said Dr. Fair is checking on that for the commissioners' course and will do it for the advisors. Things may be changed to meet those requirements. Commissioner Linker noted that was all she had and asked other commissioners if they had anything.

Next Steps: Commissioner Linker said since she has to make a few changes she feels it will be a good idea to meet once more before signing off on everything. Someone at the agency should look at it with a different lens.

Commissioner Linker suggested another meeting in a month. She asked about the first Wednesday in November. Commissioner Jimenez said Wednesdays are the best for her and Commissioner Sise said any time after 1 on Wednesdays. They all agreed on the 4th of November at 3:00 p.m. Commissioner Linker will work on making the changes. Dr. Fair will get with DPI to schedule a meeting when it is convenient for them. Dr. Fair said she will try for next week. The goal is on the 4th they will finish up with the module. They are still on hold until the State Board of Education decides. After the 4th, they will need to have a meeting with the entire

Textbook Committee to show them what they have been working on for the past five months.

Adjourn: Commissioner Linker asked for the meeting to be adjourned. Commissioner Sise made a motion for the meeting to adjourn. Commissioner Jimenez second the motion. All that were present were in agreement with adjourning the meeting.

Meeting adjourned: The meeting adjourned at 3:49 pm.

Minutes taken by: Audrey M. Long (DPI)

Minutes approved: _____

DRAFT