

NC Textbook Commission Subcommittee on Digital Resources
Virtual Meeting
DRAFT Minutes

September 3, 2020
4:00 p.m. – 5:00 p.m.

Call to order – Commissioner Katie Linker called the meeting to order.

Roll call - Commissioner Linker asked Dr. Fair for the roll call. Dr. Fair indicated that there were enough subcommittee members present for a quorum.

Commission Members Present – William Chesher, Angie Flowers, Hannah Jimenez, Kathleen Linker

Commission Members Absent – Lindsey Sise

Commissioner Linker mentioned going out of agenda order after the approval of the minutes. She will go to something about the timeline and then pick up with the (Canvas) course.

Approval of Minutes – Commissioner Linker asked members if they had time to look at the minutes from the last meeting. She asked for a motion to accept the minutes if there is no discussion. Commissioner Jimenez made a motion to accept and Commissioner Flowers seconded. All commissioners in attendance voted to approve the minutes from August 6, 2020.

Module Work for Advisors Course/Timeline – Commissioner Linker began a discussion about the timeline concerning the flyer for potential advisors. She suggests pushing that out until the October meeting if that is when the subcommittee agrees to meet next. Commissioner Linker shared that information has become available that should be added. She emphasized pushing this topic out to the next meeting to allow time to use the new information to finish that part. Commissioner Linker asked if there was any discussion about the timeline change. She mentioned that Commissioner Flowers will leave this meeting for an emergency meeting at school and Commissioner Linker would like to have the discussion prior. Commissioner Flowers told the group she would appreciate pushing it out until October and that she was going to leave the meeting.

Commissioner Linker stated they should look at the advisor module for the last possible time. She stated there are no new comments on the commissioners' module and that it is basically finished other than the peer review. She expects to have that wrapped up by the next meeting.

One of the former commissioners has accepted the account to give input on the commissioner module.

Commissioner Linker has cleaned up the evaluation training for textbook evaluators module since it was last discussed. She looked at the flow. Commissioner Linker reminded the members that the titles had been changed to “What I Need to Know Before Evaluation Week” and “What I Need to Know About Evaluation Week”. She noted there is a place for standards and criteria sheets. She cleaned things up and cut things out to make it more friendly and put some things in the module renamed “Before Evaluation Week”. She mentioned there is one thing in “About Evaluation Week”, the videos for the advisors. She asked the group if they wanted that to be by itself so they can add things as needed when there are dates and those types of things or should they collapse it into one module. Now there is one page in that third module. Commissioner Jimenez expressed liking the idea to keep it separate because before there will be other things to add. She mentioned making sure they (advisors) know what they need before they arrive and when they are actually there for evaluation week is the stuff they would need to know during that time, so she likes the division. Commissioner Linker thanked her for the input.

Commissioner Linker mentioned that she is concerned about accessibility and that Dr. Fair is reviewing and that she has gone over the commission members’ (course). Commissioner Linker thinks the colored background slides may be a problem because of the white font. She doesn’t know and is not sure if that is a potential problem. She might need to change to a white background with a darker font. She stated Dr. Fair will look at the guidelines before it is put out to the public. She noted that the orange and purple backgrounds may change. Commissioner Linker indicated she is not sure the white font meets that (accessibility) criteria.

Commissioner Linker stated that other than those minor changes she thinks the module is ready for peer review. She stated unless there are suggestions from the peer review, this is set to go with the information already in it. She asked if there was any other discussion. Commissioner Jimenez state she thinks it looks good. Chesher stated he liked that idea of the white background because when putting up on screens and trying to email, it adds to the size of the document. Commissioner Linker said that is another thing to consider.

Commissioner Linker stated the content of the course is finished. She mentioned there are no official dates set and that information will be added. There is a placeholder for that and the flyer. When the flyer has more current information about the qualifications for the advisors that will change to the new flyer. She stated the advisor course is ready for peer review. She mentioned contacting advisors who provided video. She asked Dr. Fair to send an email to ask for the impressions. There are a few commissioners reviewing and anyone at the agency who should review can do that now. Dr. Fair stated she would probably get that email out tomorrow.

Commissioner Linker asked if there was any other business or anything else to talk about before discussing the next meeting. There were no other discussion items.

Next steps

Commissioner Linker asked subcommittee members to look at their calendars to select a date to meet within one month. She mentioned that people who will be asked to peer review are in various stages of job requirements, some are remote, face-to-face, or hybrid, so a month, two to three weeks, for input to come in so (the form) is not opened and closed repeatedly.

Commissioner Linker needs to move meetings to Wednesdays. Wednesday is a day that is easier because her district is in a hybrid model and it is easier for her to participate on Wednesdays since the meetings are virtual. Commissioner Linker asked if October 7 works for everyone. Commissioners Jimenez and Chesher agreed with October 7. Commissioner Linker asked Dr. Fair to poll the group and that she can do an earlier time before 4. She asked her to poll and if the meeting will be on Wednesday she is open to having it before 4 pm if that works better for schedules. Commissioner Linker suggested polling for 1 pm to 2 pm, times between 1 pm and 3 pm or 2 pm and 4 pm. Commissioner Jimenez asked if they could stay with 2 and 4 because of her meeting schedule she would need to meet after official school hours. indicated Wednesday is good for her and the late time works so she is officially outside of her school time.

Commissioner Linker asked Dr. Fair to send a poll for October 7, from 2 pm to 4 pm with 2 pm as a choice and 4 pm as a choice. Commissioner Linker mentioned if not, Wednesday, October 14 is another option. Commissioner Linker asked if anyone else had anything to discuss or add. Members present did not have anything to add.

Adjournment

Commissioner Chesher made a motion to adjourn and Commissioner Jimenez seconded. All members present agreed to adjourn. The meeting was adjourned at 4:20 p.m.

Minutes taken by: Dr. Carmella Fair (DPI)