

NC Textbook Commission Subcommittee on Digital Resources
Virtual Meeting
Minutes

August 6, 2020
2:00 p.m. – 3:00 p.m.

Call to order – Commissioner Linker called the meeting to order. Today they will view both the video and commissioners' peer review comments.

Roll call – Dr. Fair did the roll call.

Commissioner Members Present – Hannah Jimenez, Kathleen Linker, Lindsey Sise, Angela Flowers
Commissioner Members Absent – William Chesher

Approval of Minutes – Commissioner Sise made a motion to approve the minutes from the last meeting and Commissioner Jimenez made a second for the motion. All the commissioners in attendance agreed to approve the minutes.

Module Work for Advisors Course – Commissioner Linker said the agenda for today is to view the comments from the peer review for the commissioner's Canvas course and then view the video to comment about that Commissioner Jimenez sent an email. This is the basic purpose of the meeting today.

Starting with the peer review from former Commissioner Cook. Commissioner Cook had a question about the sections they needed to sign. All the other comments were nice. She thought for every place to sign it would be nice to provide an explanation for the commissioners who are not used to that especially those not used to Canvas. Commissioner Jimenez said that she will be editing the document to make it more understanding. Commissioner Linker said that they had discussed doing that for the evaluators and maybe what they did for them they could also do for the commissioners. Commissioner Jimenez agreed that it was best if they are using the same language wherever they are published. Commissioner Linker asked if there were any comments before going to the advisor's course? There were none.

Commissioner Linker said she took out a lot of the technical parts because of the flow, she didn't want them (advisors) to look at the first module and get intimidated. She asked if everybody feels that it is a good flow. She wanted them (the advisors) to feel welcomed and excited about it.

Commissioner Linker also changed some of the information in "What I need to know about being an advisor" and some general stuff in that section and also in the section "What I need to know about the Textbook Adoption process". She is moving a slide that just says, "here's the page". She asked for any comments or ideas. There were none. She is also probably going to take out the acknowledgement of the assignments because after discussion with Dr. Fair because Commissioner Linker feels like it would be covered in Dr. Fair's webinar. Commissioner Linker asked if for comments. There were none.

Commissioner Linker directed the commissioners to look at the video. Commissioner Jimenez said the course looks good. Commissioner Linker said there will be some peer reviews so that they will have

more input from another view. Commissioner Linker and Dr. Fair have discussed having some reviews from former advisors as well, maybe from some of the ones who did the video. Sharing from their point of view of what it looks like for an advisor. Commissioner Jimenez said that is a good idea because they will have the best understanding of what they (advisors) needed. Commissioner Linker said the form asking for them to sign for acknowledgement will also be removed. Commissioner Linker said it will be a general overview and show them how to get to the textbook adoption webpage. She removed the reference to the Invitation because it's heavy and doesn't have much they (advisors) have to do with other than the process in general and the criteria sheets. Commissioner Linker is going to upload the criteria sheets, like the math ones in the math resources module, and CTE she'll just upload them into CTE's. She's going to upload and give access to them (subcommittee) now and the standards are already linked there. She's going to upload the criteria sheets so if they (advisors) want to look at them (criteria sheets) before they come they will have access if they have questions about them.

Now they will review the video, Commissioner Linker told Commissioner Jimenez that she felt it was very well done and put together, especially the former advisors took the time to offer advice and gave their input. It was good to have the mix, from those who were advisors several times as well as those who had only done it once. Commissioner Linker said that she could not think of anything that she would change about the video. Commissioner Linker said it is okay that it's 8 minutes and she felt like it flows and that it did not seem like it was 8 minutes. Commissioner Jimenez felt the same way and thought that out of all the information that they are going to give them, if she was going to watch an 8-minute video it should be by someone who experienced what she doesn't know. She wants to know their perspective. Commissioner Jimenez noted that some of the videos were 8 minutes long and she had to cut. But she was appreciative because they (participants) went above and beyond and that she is thankful. Commissioner Linker feels they have covered the general information that they need to know before they come in a friendly way that is not overwhelming. Commissioner Linker asked if anyone else had any other comments or suggestions on that section.

Commissioner Linker said that she needs to take out the specific signatures, and she has already taken out the Invitation and she is going to lead them to the page with some suggestions of things that they might want to review and she is going to upload the criteria sheets into the individual courses. The reason she broke it up into the courses is because at evaluation, if it's something that is specific to that room, then it can be in that part of the Canvas course and people in that room can upload reminders about the general flow of how the day will look in that module. It can also be a place to house the Google form of the schedule.

The only thing that needs to be worked on, while waiting on peer reviews within a month and as soon as Commissioner Linker gets feedback she can make changes in the advisor course or to send notes back and forth about what everybody sees, is to finish the flyer that she started. Because once they get a date, they will need to push out (the flyer) on DPI listservs. Commissioner Flowers said she could work with Commissioner Linker on the flyer. Commissioner Linker has learned how to share in Canva. She noted that what Commissioner Flowers did worked well. Commissioner Flowers acknowledged that she would need to be reminded. Commissioner Linker said that if she sends them a link, that will allow them to make changes on the flyer.

Commissioner Linker moved on to discuss setting a meeting date. Commissioner Linker asked if everyone will be starting on the 17th? Everyone said they are starting school on the 17th. Commissioner Linker asked Commissioners Jimenez and Flowers because they are classroom teachers what works best for them as far as a timeline to have it done. Commissioner Linker said she would like to have it done within the next four weeks to be finished with this part. The advisor peer review should be sooner

than that. She asked if that was good for everybody. Commissioners Jimenez, Sise and Flowers all said that it would be good. Commissioner Jimenez said preferably in the afternoon. Commissioner Linker noted Sept. 3rd is before Labor Day so asked if the other commissioners wanted to do it after Labor Day on 8th, 9th or 10th. Commissioner Linker mentioned Wednesday's are not good for her. Commissioner Sise said she will be starting a new job on the 8th, but she can tentatively say yes because she does not know her schedule yet. Commissioner Linker asked if the 3rd would be good. Commissioner Sise indicated that would be good. Commissioner Linker asked Dr. Fair if she could meet as late as 4:00 p.m. Dr. Fair said she was able to accommodate their schedules since they will be in school. Commissioner Sise said any time after 2:15 p.m. on the 3rd will be fine. Commissioner Flowers said 4 p.m. is fine. Commissioner Jimenez said 4 is fine. Commissioner Linker said no Doodle poll is needed; the next meeting will be Sept. 3rd at 4:00 p.m.

The main goal is Commissioner Linker will take the advisors course and make sure that it is clean and others can make sure the flyer is ready. Dr. Fair has additional information about the requirements for the CTE instructors. In the past, for instance, in ELA, you want to make sure that the person is certified in that area, has current experience and is a current teacher and is not retired. Those were some of the criteria that they were looking for when they were searching for advisors. With CTE, during the last face to face meeting, there are two commissioners who are CTE teachers, they had talked about in some cases that CTE courses will be taught the Community College level, and they discussed if it would be okay, or what were their ideas about it. The consensus was that if they needed to go to the community college level that would not be the first choice, but if they need to because it is like that in some of the districts and regions then they would look for someone who teaches high school aged students. Dr. Fair will get some clarification. Dr. Fair told Commissioner Flowers if she is working on that part, she will try to get it from the group next week and either email it or put it in a Google doc to share.

Timeline: Commissioner Linker will add to the timeline that the next meeting will be on Sept. 3rd at 4:00 p.m. The main push will be to get the peer reviews from the Advisors. Commissioner Jimenez to upload the video into the evaluation debrief module. Commissioner Linker will make a Google doc when they begin receiving the peer reviews and they can talk back and forth if anything needs to be changed and she (Commissioner Linker) will work on it before they meet on Sept. 3rd. The flyer will also be ready to go and that will wrap up a good portion of the advisors and any additional peer reviews for the commission course. Commissioner indicated it would probably be a 30 to 45-minute meeting.

Commissioner Flowers indicated she needed to leave the meeting due to an emergency and she inquired if she would mess up the meeting (quorum) if she left or does she need to vote to say she agrees. Commissioner Linker told her no, but that she was getting ready to adjourn the meeting if she could hang on but if not there was quorum without her. Commissioner Flowers indicated she could hang on.

Adjourn – Commissioner Linker asked for a motion to adjourn the meeting. Commissioner Jimenez made a motion for the meeting to be adjourned. Commissioner Sise provided a second to the motion. All in attendance agreed for the meeting to be adjourned.

Meeting Adjourned: The meeting was adjourned at 2:26 p.m.

Minutes Taken By: Audrey Long

Minutes Approved: September 3, 2020