

North Carolina Textbook Commission Planning Meeting

Meeting Minutes

April 29, 2024, 10:00 am

Members Present: Karina Cameron, Susan Mills, Angela Martin, Matthew McLean, Dr. Rikki Baldwin, Aubrey Godette, Dr. Ashton Copley, Kathleen Linker, Dr. Jarrod Dennis, Lindsey Sise, Jodi Rae Autry, Monica Douglas, Shannon Brayboy, Dr. Melissa Jenkins

Members Absent: Maria Bishop, Alicia Ray, Marlena Bleau, Rob Orrill, William Chesher

Others Present: Deepak Sharma (NCDPI), Cynthia Taylor (NCDPI)

Call to Order and Welcome: Commissioner Dr. Dennis called the meeting to order and welcomed everyone.

Roll Call: Deepak Sharma did the roll call and also informed everyone of Marlena Blue's resignation. She recently had surgery and needs time to recover.

Reading of Ethics Statement: Commissioner Dr. Dennis read the Ethics Statement and then proceeded to the first item on the agenda. The following presentation was used to follow along the agenda items: <https://go.ncdpi.gov/TBCM42924>

Approval of Previous Meeting Minutes: Commissioner Dr. Dennis asked for a motion to approve the minutes from the March 25, 2024 meeting. Upon motion made by Commissioner Linker, and seconded by Commissioner Sise, the commission voted unanimously to approve the minutes.

Online Evaluation Portal: Commissioners were provided with their login credentials to access the online evaluation portal on <https://survey.ncsu.edu/textbook/>. No documentation is loaded on the site currently, but commissioners were asked to login to the website to verify credentials. The bids will be available for review within the next two weeks.

Advisor Discussion: The commission is in search of eleven advisors per region from PSUs of all sizes, but there should only be one recommendation per PSU. Advisors must meet the minimum requirements as detailed on the Google form used to collect applicants.

Commissioners were informed of their region assignments and participated in a breakout session to discuss responsibilities.

Evaluation Week: A draft schedule of the upcoming evaluation week was provided with details of what to expect during the week of July 7-12, 2024. Commissioners were asked to complete a request form for room assignments by May 24, 2024.

Next Steps: Commissioners were asked to complete their prospective advisor selection and the bid samples checklist by May 24, 2024. Bid Samples will arrive between May 9-17, 2024, with no deliveries on the weekends.

Travel Paperwork information was shared by Cynthia Taylor. The meeting was adjourned by Dr. Jarrod Dennis and was seconded by Commissioner Matthew McLean.