

## **NC TEXTBOOK COMMISSION**

NC Department of Public Instruction – Education Building  
301 N. Wilmington Street  
Raleigh, NC 27601  
State Board Room

### **Planning Meeting**

**April 22, 2016**  
**9:00 AM – 12:00 PM**

#### **Meeting Objectives:**

- Review the logistics, procedures, and responsibilities for textbook evaluation week.
- Consider updates on Advisor selections.
- Review online evaluation forms.

#### **AGENDA**

9:00 – 9:05	Welcome and Call to Order
9:05 – 9:10	Approval of Minutes
9:10 – 9:50	Evaluation Logistics Update on Advisor Selection
9:50 – 10:50	Online Evaluation Forms
10:50 – 11:05	BREAK
11:05 – 11:50	Online Evaluation Forms (cont'd)
11:50 – 11:55	Reimbursement Procedures
11:55 – 12:00	Closing Remarks/Adjournment

**~LUNCH~**