



**AVATAR Partnership Region: Region 6 Education Service Center**  
**Meeting/Session Documentation Form**

Form should be completed after each meeting and given to the Regional AVATAR Coordinator/Facilitator

<b>Meeting:</b>	AVATAR Partners			
<b>Meeting Purpose:</b>	Discuss and plan AVATAR next steps			
<b>Date:</b>	10/16/2013	<b>Start Time:</b>	3:45 pm	<b>End Time:</b> 5:30 pm
<b>Meeting Coordinator/ Facilitator:</b>	Kay Angrove	<b>Location:</b>	ESC 6	
<b>Meeting Recorder:</b>	Joe Martin	<b>Meeting Timekeeper:</b>	Joe Martin	

Time	Topic	Format	Discussion Leader	Desired Outcome
	P-16 Curriculum Alignment Initiative	F	Kay Angrove	<ul style="list-style-type: none"> <li>• Proposal accepted</li> </ul>
	Blackboard site	W	Kay Angrove	<ul style="list-style-type: none"> <li>• Post TEKS and syllabi</li> </ul>
	Refine program goals and outcomes	W	Kay Angrove	<ul style="list-style-type: none"> <li>• Review goals, update deliverables</li> </ul>
	Sustainability	W	Kay Angrove	<ul style="list-style-type: none"> <li>• Ensure funding</li> </ul>

Agenda Format Key: P = Presentation, F = Feedback, D = Decision-Making, W = Work Group, O = Other, with explanation

## AVATAR Meeting Minutes

Action Item	Person Responsible	Due Date
P-16/SHSU HR paperwork	Kay Angrove	10/25/2013
Post TEKS and syllabi to Blackboard site	Partners	10/25/2013
Deliverables: measurable strategies, progress toward outcomes, presentation ideas for spring P-16 council meeting	Partners	Ongoing 10/25 – 11/15/2013
Next meeting (bring student work samples)	Joe Martin	11/18/2013 @ 3:45
<b>Notes</b>		

### **Meeting Participant List**

<b>Name</b>	<b>Title</b>	<b>Organization/Institution</b>
Kay Angrove	Director of First-Year Experiences	Sam Houston State University
Tracy Bilsing	Associate Professor – English	Sam Houston State University
Amanda Duval	Human Resources Manager	Sam Houston State University
Carroll Nardone	Associate Professor – English	Sam Houston State University
Kay Bennett	English Teacher	Huntsville High School
Jennifer Graves	Assistant Principal	Huntsville High School
Kelly Jordan	English Teacher – Department Chair	Huntsville High School
Joe Martin	Educator Certification Coordinator	Region 6 Education Service Center
Traci Seils	Director – Curriculum and Instruction	Region 6 Education Service Center