



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

Meeting:	AVATAR Partners			
Meeting Purpose:	Discuss and plan AVATAR next steps			
Date:	11/18/2013	Start Time:	3:45 pm	End Time: 5:30 pm
Meeting Coordinator/ Facilitator:	Kay Angrove	Location:	ESC 6	
Meeting Recorder:	Joe Martin	Meeting Timekeeper:	Joe Martin	

Time	Topic	Format	Discussion Leader	Desired Outcome
	Review HR paperwork	F	Kay Angrove	Partners complete stipend paperwork
	Blackboard site	W	Kay Angrove	Post syllabi and other documents
	Compare/contract modes/methods of teaching	W	Partners	Understand varied teaching perspectives
	Shared writing assignments	W	Partners	Common understandings of assignment expectations and learning outcomes

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
Continue discussion/follow up at next meeting	Partners	02/05/2014
Next meeting: February 10, 2014 3:45 at Region 6 (attendees may participate in person, by phone, or via Blackboard)	Joe Martin	02/10/2014
Notes		

Meeting Participant List

Name	Title	Organization/Institution
Kay Angrove	Director of First-Year Experiences	Sam Houston State University
Tracy Bilsing	Associate Professor – English	Sam Houston State University
Carroll Nardone	Associate Professor – English	Sam Houston State University
Jeffery Norem	Professor – English	Lone Star College - Tomball
Ava Veselis (by phone)	Associate Professor – English	Lone Star College - Tomball
Jim Driscoll	English Teacher	Huntsville High School
Jennifer Graves	Assistant Principal	Huntsville High School
Joe Martin	Educator Certification Coordinator	Region 6 Education Service Center