



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:	02/10/2014	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 goals and deliverables (checklist, rubric sharing, glossary, presentation ideas for P-16 council)	F	Kay Angrove	Awareness of goals and deliverables
	Set P-16 council date	W	Kay Angrove	April 24, 2014, 12:00 – 2:00
	Discuss curriculum and expectation differences (high school level, AP, dual credit, 1301, 1302)	W	Partners	Understand need for alignment
	Glossary of terms	W	Partners	Begin developing glossary

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
Post standardized rubrics/checklists on Blackboard	Partners	02/26/2014
Next meeting: 03/03/2014; 11:30 – 4:30 at Region 6 (lunch provided)	Joe Martin	03/03/2014
Notes		

Meeting Participant List

Name	Title	Organization/Institution
Kay Angrove	Director of First-Year Experiences	Sam Houston State University
Carroll Nardone	Associate Professor – English	Sam Houston State University
Jim Driscoll	English Teacher	Huntsville High School
Jennifer Graves	Assistant Principal	Huntsville High School
Kelly Jordan	English Teacher/Department Chair/Dual Credit	Huntsville High School
Joe Martin	Educator Certification Coordinator	Region 6 Education Service Center