



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:	03/03/2014	Start Time:	11:30 AM	End Time:	6:00 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 2/10 meeting summary	F	Kay Angrove	Pick up where we left off
	Generic assignments, glossary, and checklists to address alignment issues between level, dual credit, and AP English writing instruction	W	Partners	Assignments, glossary, and checklists
	Develop presentation notes for 4/24 P-16 Council meeting	W	Partners	Describe best practices and collaborative processes

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 sample assignments for review before next meeting	Partners	03/23/2014
Next meeting: 3/24/2014; 11:30 – 6:00 at Region 6 (lunch provided)	Joe Martin	03/24/2014
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