

**AVATAR Partnership Region: \_All\_**

**Meeting/Session Documentation Form**

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

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| **Meeting:** | Facilitator/Coordinator Conference Call |
| **Meeting Purpose:** | Receive an update from each region; Assess each team’s impact on their region; Remind Facilitator/Coordinators of upcoming deliverables |
| **Date:** | March 7th, 2013 | **Start Time:** | 9:30 am | **End Time:** | 10:45 am |
| **Meeting Coordinator/ Facilitator:** | Jean Keller | **Location:** | Conference Call |
| **Meeting Recorder:** | Kerry Quinn | **Meeting Timekeeper:** | Jean Keller |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 9:30 | Regional Updates: Impact & Items Learned | F & O(Discussion) | Jean Keller & Mary Harris | AVATAR staff and all Facilitator/Coordinators will hear from all teams about their processes and progress. Attention will be given to evaluating the regional work’s impact on individuals involved, students, institutions, and the region as a whole.  |
| 10:00 | Assess Current Action Plans for Revisions | O(Discussion) | Jean Keller & Mary Harris | Jean Keller will encourage Facilitator/Coordinators to examine current action plans for needed changes and revisions in order to promote sustainability.  |
| 10:10 | Discuss Potential Face-to-Face Meeting | F & O(Discussion) | Jean Keller | AVATAR staff will discuss the potential for a Face-to-Face meeting this summer. Facilitator/Coordinators will provide their level of interest in attending the meeting.  |
| 10:15 | Discuss Next Steps, Deliverables, and Documentation | F & O(Discussion) | Jean Keller & Mary Harris | AVATAR staff will remind Facilitator/Coordinators of upcoming deliverables and next steps. Facilitator/Coordinators will provide feedback on feasibility of meeting date requirements.  |

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

**AVATAR Meeting Minutes**

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| **Action Item** | **Person Responsible** | **Due Date** |
| Evaluate interest level and send email to Kerry Quinn explaining your support or opposition for a summer face-to-face meeting. | All Facilitator/Coordinators | March 20, 2013 |
| Make amendments to Action Plans and send updated document to Kerry Quinn. | All Facilitator/Coordinators | March 29, 2013 |
| **Notes** |
| 1. *Welcome*
	1. Jean Keller welcomed all participants and thanked them for their attendance and active engagement in AVATAR.
	2. Jean facilitated a “roll call” of all participating on the conference call.
	3. Jean, Mary Harris, Robin Adkins, and Ravae Shaeffer shared information regarding the AVATAR presentation at the State P-16 Institute. Jean thanked Robin, Ravae, Kathy, and Mary for their excellent presentations.
2. *Review Regional Updates*
3. Region 9: Jean Keller shared that Kathy Harvey was hosting her math team’s Math Seminar and Teacher Exchange that day. Kathy shared via email her statements: “The impact from our regional AVATAR work is still being measured. We know that in planning our events like the Math Seminar and Teacher Exchange the important conversations between secondary, post-secondary and community members are taking place. The fact that teachers and professors are able to put names with faces and have open dialogue about course requirements or student expectations is huge for our region. Previous to our AVATAR efforts, these conversations have only been hopes and dreams and are now moving to fruition”.
4. Region 6: Joe Martin discussed the great start his partnership has built with understanding and awareness of each education level’s challenges. He described AVATAR as a fantastic relationship building experience.
5. Region 13: A conflict arose and Jennifer Drumm was unable to attend as planned. Jean summarized that Jennifer had expressed that this was the first time within her region for all education levels to work together; previously several would pair up but never all together. Jean also reported Region 13’s work on the cross-disciplinary skills.
6. Region 20: Ravae Shaeffer explained that her region’s network produced strong relationships and a high level of collegiality. Ravae provided two examples of the regional support she has received: the administration at a regional high school and a professor involved in the project that described AVATAR as the best designed and best organized initiative in vertical alignment he had seen. Ravae summarized her team’s next steps as focusing on the cross-disciplinary skills, surveying various stakeholders, including elementary schools, and hosting a panel discussion.
7. Region 16: Robin Adkins described his team’s plan to create an Algebra II Journal that would include concepts and skills needed to succeed in College Algebra that they plan to implement this spring. Jean Keller recommended Robin to follow-up with the students to evaluate the helpfulness of the journal at the end the students’ fall term in college algebra. Robin agreed. He explained that two of the ESC math specialists joined the vertical alignment team at their last regional meeting and that the team plans to make presentations at multiple ESC workshops in the future. Robin reported that the Texas Faculty Collaboratives ([www.txfacultycollaboratives.org](http://www.txfacultycollaboratives.org)) website has helpful resources.
8. Region 10: Marilyn Lynch (for Chris Kanouse) recommended to other regions as they continue into their second year that maintaining the continuity of members is important to keep up the enthusiasm as they expand in their region.
9. Region 15: Karan Duwe explained her group’s progress to asking “what now?” after building a sense of trust and sharing good conversations. Karan reported that they are examining the differences between college readiness and STAAR preparation. Jean agreed that the “what now?” questioning is perfect for action planning and suggested Karan to focus on outcomes now that the relationships have been built and some data collected.
10. Region 14: Christy Barnett explained that their region is still in the stage of building relationships and sharing data-driven conversations.
11. *Action Plans & Their Progress*
	1. Jean Keller asked all Facilitator/Coordinators to evaluate their current action plans and to create realistic goals and to allow for flexibility.
	2. Facilitator/Coordinators agreed to make needed changes and send updated action plans by March 29th.
12. *June Face-to-Face Meeting*
13. Jean explained the purpose of this meeting would be for all Facilitators/Coordinators to celebrate their successes, review lessons learned, and to identify next steps for the following year.
14. Regions 12, 14, 16, 20, and 2 expressed verbal support for this meeting.
15. Jean asked for all Facilitator/Coordinators to assess their interest and e-mail their response to the AVATAR staff by March 20th if possible. Based on the responses, a meeting date will be explored.
16. *Next Steps, Due Dates, Documentation, and Deliverables*
17. Jean facilitated discussion of the feasibility to meet the current due dates and deliverables.
18. Ravae Shaeffer expressed that the training of 2013-2014 team members would not likely happen due to STAAR testing being from May 7th to 17th.
19. Robin Adkins asked questions regarding the expenditures summary due date. Jean explained that the grant money must be all spent by August 31st. Jean explained the dates for deliverables can be changed.
20. Robin Adkins asked how the other regions plan to expand for the following year. Several ideas were shared: adding a related subject such as chemistry to math; adding a new subject; adding more education levels (elementary, middle); and adding more campuses. Facilitators/Coordinators were reminded that data analyses should be used to illuminate gaps in the alignment in their region and to use this knowledge to guide to their action planning.
21. *Updates from the External THECB Evaluator*
22. Sharon, from Shore Research, reported that 52 regional partners and leaders and 31 team members responded to the AVATAR survey sent out.
23. Sharon reported that the next survey would be sent out around the beginning of June.
24. Priscilla, from the Texas Higher Education Coordinating Board, thanked all for their good work with AVATAR and indicated she is seeking continuation of funding. Priscilla was thanked for her support of AVATAR.
25. *Conclusion – 10:40*
	1. Jean concluded the meeting thanking all for attending the call.
	2. Jean asked all Facilitator/Coordinators to please contact the staff for any assistance needed.
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Laura Saenz | Facilitator/Coordinator | Region 1, UT Pan American |
| Janet Cunningham | Facilitator/Coordinator  | Region 2, Citizens for Educational Excellence |
| Joe Martin | Facilitator/Coordinator | Region 6, ESC |
| Marilyn Lynch (for Chris Kanouse) | Region 10 Partner | Region 10, Brookhaven College |
| Kathy Wright Chapman | Facilitator/Coordinator | Region 11, ESC |
| Christine Holecek | Facilitator/Coordinator | Region 12, ESC |
| Jennifer Drumm (for Ed Vara) | Region 13 Partner  | Region 13, ESC |
| Christy Barnett | Facilitator/Coordinator | Region 14, ESC |
| Karan Duwe | Facilitator/Coordinator | Region 15, ESC |
| Robin Adkins | Facilitator/Coordinator | Region 16, ESC |
| Ravae Shaeffer | Facilitator/Coordinator | Region 20, ESC |
| Priscilla Martinez | Program Director, Success Initiatives | THECB |
| Sharon Smith  |  Research Assistant, External Evaluator | Shore Research |
| Jean Keller | AVATAR Co-Director | AVATAR, University of North Texas |
| Mary Harris | AVATAR Co-Director | AVATAR, University of North Texas |
| Kerry Quinn | Graduate Assistant | AVATAR, University of North Texas |

[Regions not represented: Region 7 (Jane Silvey), Region 9 (Kathy Harvey - unable to attend due to AVATAR related event)]

**AVATAR Facilitator/Coordinator Conference Call Responses Received By 9:00 am March 7, 2013**

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| Region 6Joe Martin - confirmed attendance |
| *Describe the impact from your regional AVATAR work* | a.    Enhanced relationships (collegiality, positive rapport, professional respect, etc.) between AVATAR partnersb.    The beginning of mutual understanding about the challenges, limitations, and expectations of high school writing and college freshman-level writingc.    A commitment to bridging the gap between “college level” as understood by high school teachers and the “college level” expected by teachers of beginning college students |
| *Share something new you learned from AVATAR.* | a.    Composition and schedule of the P16 councilb.    The amount of freedom college instructors have in determining course content and assessment |
| Region 9Kathy Harvey (unable to attend due to plan AVATAR Team Member event 9:30 – 3:30) |
| *Describe the impact from your regional AVATAR work* | The impact from our regional AVATAR work is still being measured. We know that in planning our events like the Math Seminar and Teacher Exchange the important conversations between secondary, post-secondary and community members are taking place. The fact that teachers and professors are able to put names with faces and have open dialogue about course requirements or student expectations is huge for our region.  Previous to our AVATAR efforts,  these conversations have only been hopes and dreams and are now moving to fruition. |
| *Share something new you learned from AVATAR.* | What I’ve learned from AVATAR is that creating these partnerships is a long and challenging journey, but that once you have the courage to step out on the path to begin the journey you will begin to see rewards. You may not see huge and immediate gains, but you will see forward movement that is encouraging.  The other very important thing is that the desire among all our partners is (and has been) very strong, but getting them to move along at the same pace requires quite a lot of prompting and prodding. We are all very busy people who want the same things for our students, but working in isolation to help them is not nearly as effective as working in tandem. |
| Region 10Chris Kanouse (Marilyn Lynch to attend due to Closing Report Meeting for TEA Review Audit) |
| *Describe the impact from your regional AVATAR work* | An impact from our regional AVATAR work has been the long term relationships built between our team members at all three levels.  |
| *Share something new you learned from AVATAR.* | Something new I have learned from AVATAR is the seriousness of the issues that face high schools, 2 & 4 year institutions as they work to put processes in place to close the identified gaps.  Years of intentional work will be required to reach success. |
| Region 13Ed Vara (unable to attend; Jennifer Drumm will attend in his place but may be late) |
| *Describe the impact from your regional AVATAR work* | Provide an impact from your regional AVATAR work.Our work up to this point has impacted relationships between the higher education personnel, the ESC, and the secondary personnel. We have had many great discussions regarding the alignment between secondary and post secondary, student readiness, and instructional strategies in support of student learning. The focus of our discussions has been on writing, but of course has crossed into other content areas as well as the career and college readiness standards that focus on cross-disciplinary skills. |
| *Share something new you learned from AVATAR.* | I was surprised at the data reported by our friends at the post secondary level regarding the students who fail to complete their first writing composition class upon their first attempt. Working with members of a 4 year institution and a community college has also been interesting in the diversity of experience and students. |
| Region 15Karan Duwe |
| *Describe the impact from your regional AVATAR work* | The work has been confirming for our HS teachers in that they have had an opportunity to vent about all the constraints and requirements. Then the HE teachers report they have constraints, but the goal for all is the same. They have asked each other some tough questions that have opened up the discussion. They have developed a sense of trust among each other and the doors of communication are open now. The group is planning for other means of communication and resource sharing to sustain the conversations. |
| *Share something new you learned from AVATAR.* | There is much controversy within the discipline of English/Language Art and it is in the midst of change. |
| Region 16Robin Adkins - confirmed attendance |
| *Describe the impact from your regional AVATAR work* | * Our team’s discussions are leading to creation of a project that can be shared with all Alg. II teachers in the region: a journal that students maintain containing concepts and skills they will need to know to be successful in college-level math.
* We are planning to make presentations at Region 16 ESC professional development events that are scheduled for the summer and will be able to share ideas with regional teachers.  I believe these and future collaborations between ESC math specialists and the AVATAR team will be invaluable.
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| *Share something new you learned from AVATAR.* | I learned of the existence of “The Texas Faculty Collaboratives” website ([http://www.txfacultycollaboratives.org/](https://ch1prd0102.outlook.com/owa/redir.aspx?C=Cxqh8I0y4Uqsx9_iwGzHxB3mmwh97s8ILm1lls8K4fkZ1TSzgDvjBnA5-EDHE0VAGXhuyzj_j6E.&URL=http%3a%2f%2fwww.txfacultycollaboratives.org%2f)) and its resources for math, as well as for ELA, science, and social studies.  Our AVATAR team is already using a document from the math page that compares Alg. II TEKS to the CCRS and also lists examples of performance expectations.  I believe this site will also be a great resource for the work our Texas Panhandle P16 Council is doing in all core content areas.  |
| Region 20Ravae Schaeffer |
| *Describe the impact from your regional AVATAR work* | * Our group feels that a well-established network has been created for Math for secondary to post-secondary.
* There is a need for building buy in to the changes that are needed to strengthen the pipeline from secondary to post secondary in math (making the community aware of the goals and the reason for increasing the level of rigor in expectations for secondary performance and personal responsibility).
* Vertical alignment must happen in the district to consider the implications from secondary to post-secondary pipeline alignment.
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| *Share something new you learned from AVATAR.* | * The role of the administrator can make or break the goals/strategies chosen by the AVATAR group.
* Finding the right collaborators is not easy, but once you get them together – REAL conversations can happen.
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