**Documentation of AVATAR Technical Assistance Phone Conversation**

**Participants:** Jane Silvey, ESC 7 and Jean Keller, UNT, AVATAR

**Date:** 02/15/2013 **Time:** 3:00pm

**Status of documentation:** Jane is working closely with Brenda Hill. The vertical alignment team will meet on February 25 and again in early March to review the data plan and finalize their action plans. The work that has been completed by the STEPS project has laid a sound foundation.

**Topics discussed:** Because the region has worked together on three past alignment projects, the team members have shared with Jane an interest in creating an awareness video rather than an alignment project. After discussion and reflection, the team has become more concerned about a lack of common vocabulary between high school, two-year, and four-year IHE. The team meeting on February 25, 2013 should solidify their action plans.

**Follow-up Actions:** Kerry will follow up with Jane regarding the action plan and partners and team member meeting minutes in early March 2013. The importance of documentation and dissemination was stressed with Jane.