

**AVATAR Partnership Region: 2**

**Meeting/Session Documentation Form**

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

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| **Meeting:** | AVATAR Team Meeting | | | | |
| **Meeting Purpose:** | Review College Preparatory Course Syllabus | | | | |
| **Date:** | June 2, 2014 | **Start Time:** | 3:00 p.m. | **End Time:** | 5:30 p.m. |
| **Meeting Coordinator/ Facilitator:** | Janet M. Cunningham | **Location:** | | STAR Annex | |
| **Meeting Recorder:** | Janet M. Cunningham | **Meeting Timekeeper:** | | Connie Nowell | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 3:10 | Discussion Items | Discussion | Janet Cunningham | New draft of course syllabus |
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**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** |
| Discussion Items:  Review of draft of college preparatory course syllabus with a view towards a final draft. All areas were covered, to include:   1. Course Description. Concerns included how completion of the course would be noted on a student’s transcript, designation of the length of the course, and how credit would be issued. Also at question was the expiration term of the course. 2. Prerequisities. Grade 10 and 11 students may enroll with principal approval. 3. Text and Other Supplies. ELAs may use their discretion regarding what materials and technology they will use to teach the course. 4. Student Learning Topics and Objectives. Student outcomes listed under each strand were reviewed. Changes and additions were discussed. 5. Evaluation and Grade Assignment. How the class would be evaluated and graded was discussed, along with the grading scale and what grade must be attained for a student to be eligible for NCBO and “college-ready.” 6. Tentative Course Schedule. A weekly course schedule was discussed. It was decided that the IHEs, with the help of the ELAs, would produce the semester exams which would be graded by the ELAs. | Dr. Cunningham will incorporate changes discussed and prepare a new draft. |  |
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| **Notes** |  |  |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Jake Salcines | Dean of Instruction | West Oso ISD |
| Dr. Janet M. Cunningham | Executive Director | E2E Partners (P-16 Council) |
| Toni Norrell | Math Specialist | ESC-2 |
| Melissa Morin | Research & Planning | ESC-2 |
| Lisa Hernandez | Math Teacher | Odem-Edroy ISD |
| Polly Allred | Math Instructor | TAMU-Kingsville |
| Paul Johnson | Math Instructor | Del Mar College |
| L. Gay Palmero | Curriculum Specialist | Odem-Edroy ISD |
| Cindy Funke | Teacher | Odem-Edroy ISD |