

**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:** | Monthly Meeting |
| **Date:** | March 2, 2015 | **Start Time:** | 3:00 p.m. | **End Time:** | 4:15 p.m. |
| **Meeting Coordinator/ Facilitator:** | Janet M. Cunningham | **Location:** | Northwest Center for Advanced Studies |
| **Meeting Recorder:** | Janet M. Cunningham | **Meeting Timekeeper:** | Connie Nowell |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 3:00 | Welcome  | Discussion | Janet Cunningham |  |
| 3:05 | Discussion Items | Discussion | Janet Cunningham | Development of semester two assessment and ways to increase enrollment for the fall 2015 semester. |
| 4:10 | Plans for Next Meeting |  | Janet Cunningham | Meeting date set. |

**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** |
| Welcome: Dr. Cunningham welcomed all members.Discussion Items:1. College Preparatory Assessment, Semester 1 – No assessment information has been returned. Discussion of ways to obtain data.
2. College Preparatory Assessment development, Semester 2 – Members present reviewed syllabus to decide which topics should be covered on assessment. Assignments were issued for members to prepare questions for each topic.
3. Increasing enrollment for Fall 2015 – Discussion centered on ways to get superintendents involved in presenting the course to more students.
4. Curriculum Updates – Discussion of new math TEKS and a plan to ease implementation of same.

Plans for Next Meeting: A meeting has been set for Monday, April 13. | Melissa Morin and Dr. Cunningham will work on a way to obtain data.AVATAR group members to bring questions to next meeting. | Next meeting |
| **Notes** |  |  |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Dr. Janet M. Cunningham | Executive Director | E2E Partners (P-16 Council) |
| Paul Johnson | Math Instructor | Del Mar College |
| Elsa Brown | Owner | cMATHisEASY |
| Jose Guerra | Coordinator – Instructor Math | Texas A&M University-Kingsville |
| Andrea Johnson | Owner | cMATHisEASY |
| Dr. Paula Kenny-Wallace | Math Instructor | Texas A&M University-Corpus Christi |
| Melissa Morin | Consultant | ESC2 |