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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting:** | AVATAR Partners and high school teachers | | | | |
| **Meeting Purpose:** | Discuss AVATAR concepts and next steps | | | | |
| **Date:** | 1/25/2013 | **Start Time:** | 11:30 pm | **End**  **Time:** | 1:00 pm |
| **Meeting Coordinator/ Facilitator:** | Joe Martin | **Location:** | | Huntsville High School | |
| **Meeting Recorder:** | Joe Martin | **Meeting Timekeeper:** | | Joe Martin | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | AVATAR concepts | D | Joe Martin | Welcome high school teachers; overview of AVATAR |
|  | Next steps | W | Group | * Continue high school teacher involvement * Cancel all remaining meetings until P-16 council is set * Maintain current group for next year |

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** |
| Plan for P-16 council meeting | Kay Angrove, Tracy Bilsing, Carroll Nardone, Joe Martin | TBD |
|  |  |  |
| **Notes** | | |
| Key discussion points:   * Transfer – knowledge gained in one class doesn’t always transfer to other classes * “Different” group of high school students – college opportunity may be a new idea to them * Importance of written/oral communication * Students intimidated by writing process * Importance of non-fiction * Suggestion – compare syllabi between high school, college, and university to determine common language and terminology | | |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Dr. Tracy Bilsing | Associate Professor - English | Sam Houston State University |
| Dr. Carroll Nardone | Associate Professor - English | Sam Houston State University |
| Jeff Norem | Professor - English | Lone Star College - Tomball |
| Dr. Lory Haas | Lecturer/Pool Faculty | Sam Houston State University |
| Donniea Garrett | English Teacher | Huntsville High School |
| Julia Woods | School Improvement/Certification Specialist | Region 6 ESC |
| Joe Martin | Educator Certification Coordinator | Region 6 ESC |
| Beth Burt | Principal | Huntsville High School |
| Jennifer Graves | Assistant Principal | Huntsville High School |
| Kay Bennett | English Teacher | Huntsville High School |
| Jerrilyn Bolloch | English Teacher | Huntsville High School |
| Norman Clark | Student Teacher/English | Huntsville High School |
| Jim Driscoll | English Teacher | Huntsville High School |
| Angela Gaston | English Teacher | Huntsville High School |
| Roxana Garcia | Instructional Aid/English as a Second Language | Huntsville High School |
| Wendy Gilley | English Teacher | Huntsville High School |
| Kelly Jordan | English Teacher | Huntsville High School |
| Amy Langley | English Teacher | Huntsville High School |
| Barbara Lesikar | English Teacher | Huntsville High School |
| David Reeves | English Teacher | Huntsville High School |
| Julie Savage | English Teacher | Huntsville High School |
| Matt Simpson | Student Teacher/English | Huntsville High School |
| Roxey Volkmer | English Teacher | Huntsville High School |