



**AVATAR Partnership Region: 9  
Meeting/Session Documentation Form**

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

<b>Meeting:</b>	Quarterly Meeting				
<b>Meeting Purpose:</b>	Update and Review				
<b>Date:</b>	January 26, 2016	<b>Start Time:</b>	4:00pm	<b>End Time:</b>	5:00pm
<b>Meeting Coordinator/ Facilitator:</b>	Sherri Lane	<b>Location:</b>		Region 9 Education Service Center	
<b>Meeting Recorder:</b>	Sherri Lane	<b>Meeting Timekeeper:</b>		Sherri Lane	

Time	Topic	Format	Discussion Leader	Desired Outcome
4:00pm	Greetings and introductions	P	Sherri Lane	Updates with Advisory Members
4:10 pm	Update on College Night 2015	F	Sherri Lane, Betty Carroll	Review activities, participants, and interpreted feedback
4:25pm	Updates on goals and objectives	F, D	Sherri Lane, Betty Carroll	Updates on goals and objectives, timelines

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

**AVATAR Meeting Minutes**

<b>Action Item</b>	<b>Person Responsible</b>	<b>Due Date</b>
Obtain copies of MOU agreements	Sherri Lane, Betty Carroll, Dr. Harkey	March 2, 2016
Continue Vertical Alignment course/lesson development	Betty Carroll, Taleigha Murray	June 1, 2016
Obtain information on correlation between local high school endorsements and college courses/programs offered	Dr. Harkey, Dr. Michelle Kitchen	March 2, 2016
<b>Notes</b>		
Future meetings are scheduled for April 19 and July 26, 2016		

**Meeting Participant List**

<b>Name</b>	<b>Title</b>	<b>Organization/Institution</b>
Dr. Michelle Kitchen	Interim Dean of Education	Midwestern State University
Sherri Lane	Facilitator	Region 9 Education Service Center
Betty Carroll	Instructor & ELA Team Leader	Midwestern State University
Dr. Gary Don Harkey	Dean of Instruction	Vernon College