

**AVATAR Partnership Region: \_\_\_\_\_\_\_\_8\_\_\_\_\_\_\_\_\_\_**

**Meeting/Session Documentation Form**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting:** | Partnership Meeting | | | | |
| **Meeting Purpose:** | Plan Presentation to local ISDs on June 2 | | | | |
| **Date:** | May 25, 2016 | **Start Time:** | 9 a.m. | **End Time:** | 11 a.m. |
| **Meeting Coordinator/ Facilitator:** | Melisa Jones | **Location:** | | Texarkana College – Academic Commons | |
| **Meeting Recorder:** | Melisa Jones | **Meeting Timekeeper:** | | Melisa Jones | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 9 a.m. | Presentation Information | Feedback, Decision Making | Melisa Jones | Create an outline for presentation |
| 10 a.m. | Handouts to Provide at Presentation | Feedback, Decision Making | Melisa Jones | Make a list of handouts to provide attendees of presentation |

**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** |
| English Instructor Information | Lori Shelton | May 27 |
| Math Instructor Information | Pam Montgomery | May 27 |
| Counselor Information | Lea Dooley | May 27 |
| Texas A&M Information | Brittany Barnett | May 27 |
| **Notes** | | |
| The group discussed how to clearly explain and define AVATAR. We reviewed previous Power Points and chose slides to include in the presentation.  Also, the group discussed which data to include in the presentation since we would be addressing many local ISDs – principals, counselors, and instructors.  Stephanie Sparks suggested including data that directly shows the financial impact on the student who must take developmental education courses. We also decided to include the time savings as well.  Lea Dooley made suggestions about what information to include for high school counselors – PEIMS numbers, transcript marking, and creating a stamp for the transcript. We will make a copy of DeKalb’s stamp to share with the group.  The English and math instructors were not present at the meeting, but sent suggestions to include in the presentation via email.  Pam Montgomery made points about the curriculum and online resources and made suggestion for teaching strategies. Lori Shelton stressed the need for more communication and changes to the curriculum.  Brittany Barnett will address issues related to developmental education that are different at a four-year institution. Also, we discussed creating the MOU with AM so students who complete the CP courses and meet the requirements are considered college ready at both institutions.  We also discussed holding workshops/session for math and English prior to the fall semester, so that teachers will feel more prepared. We set tentative dates in August. | | |
|  | | |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Melisa Jones | Developmental Education Coordinator | Texarkana College |
| Brittany Barnett | Coordinator of TRIO Student Support Services | Texas AM Texarkana |
| Stephanie Sparks | Assistant Superintendent | DeKalb ISD |
| Lea Dooley | Counselor | DeKalb ISD |