

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

**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 Partnership Meeting | | | | |
| **Meeting Purpose:** | Discuss goals, objectives, resources needed, and alignment for College Preparatory Courses in Math and English in Region 8 | | | | |
| **Date:** | April 11, 2016 | **Start Time:** | 12 p.m. | **End Time:** | 3 p.m. |
| **Meeting Coordinator/ Facilitator:** | Melisa Jones | **Location:** | | Texarkana College – Academic Commons | |
| **Meeting Recorder:** | Melisa Jones | **Meeting Timekeeper:** | | Melisa Jones | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 12 p.m | AVATAR Rationale and Goals | Presentation | Melisa Jones | Inform group |
|  | Partners and Roles | Presentation | Melisa Jones | Inform group |
|  | Region 8 Action Plan | Presentation | Melisa Jones | Inform group |
|  | Partner Responsibilities | Presentation  Discussion | Melisa Jones | Inform group |
| 1 p.m. | Data for Region 8 and DeKalb ISD | Presentation  Feedback | Stephanie Sparks  Lea Dooley | Inform group and raise awareness of need for CP courses |
|  | HB 5 and College Preparatory Course Requirements | Presentation  Discussion  Feedback | Melisa Jones | Inform group and provide opportunity for suggestions/changes |
|  | TSI Outcomes of Local School Districts | Presentation  Discussion | Melisa Jones | Inform group |
|  | TSI and DE Placement at Texarkana College | Presentation  Discussion | Melisa Jones | Inform group about TC policies for DE students |
| 2 p.m. | MOUs and Syllabi for College Preparatory Courses | Presentation  Discussion  Feedback | Melisa Jones | Inform group and allow for feedback on documents |
|  | Curriculum Discussion | Discussion  Feedback | Pam Owney  Monica Davis | Inform group and allow for feedback on curriculum and resources needs for ISDs |
|  | Next Meeting and Presentation | Decision Making | Melisa Jones | Plan for future meetings and presentations |

**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** |
| Plan Next Meeting | Melisa Jones | 5/1/2016 |
| **Notes** | | |
| Bowie County College Enrollment data indicates 64% of high school graduates are not attending college in Texas or possibly attending at all.  Stephanie Sparks asked about data from slide presented about FTIC students who did not meet CR standards in math, reading, and writing. Are these students traditional or non-traditional? Pam Hesser made the point that either way, most of the students graduated from high schools in region 8.  Stephanie Sparks suggested TC offer summer FOCUS TSI camps at the off campus instructional site in Hooks at TexAmericas for students living in that part of the county. Melisa Jones explained that finding instructors for the camp in the summer was difficult, especially off campus.  Pam Montgomery requested more guidance in choosing a textbook to use in the CP Math course. She also expressed an interest in using a self-paced online program to teach the course. Monica Davis described the Hawkes Learning program that is used by the college. The program costs $100 per students. Catherine Howard provided her with Stephanie Carpenter’s information. She teaches the course at TC. Melisa Jones offered to contact the Hawkes company about possible programs for ISDs.  Melisa Jones also suggested looking at the curriculum used in other regions.  Pam Hesser and Lori Shelton discussed the importance of understanding where a student should be when they finish the CP courses. Lori Shelton has taught English 1301, so she has an understanding of the work a student should be able to do in college.  Melisa Jones discussed the need for a stamp on the high school transcript, in addition to the correct PEIMS number and CP indication. Texas High School created a stamp to use. This will ensure that all requirements are met and TC advising staff can easily identify students who took and received credit for the CP courses.  Planning for the next meeting was discussed to plan the presentation to the local ISD counselors, instructors, and principals. | | |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Melisa Jones | Coordinator for Developmental Education | Texarkana College |
| Pam Owney | English Professor | Texarkana College |
| Monica Davis | Math Professor | Texarkana College |
| Dr. Catherine Howard | Dean of STEM | Texarkana College |
| Brittany Barnett | Coordinator of TRIO Student Support Services | Texas AM Texarkana |
| Sandra Shingleur | Workforce Education Training Project Manager | Workforce Solutions of Northeast Texas |
| Pam Montgomery | Math Instructor | DeKalb ISD |
| Lori Shelton | English Instructor | DeKalb ISD |
| Lea Dooley | Counselor | DeKalb ISD |
| Stephanie Sparks | Assistant Superintendent | DeKalb ISD |
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