

**AVATAR Partnership Region: Region 15**

**Meeting/Session Documentation Form**

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| **Meeting:** | Partnership Meeting |
| **Meeting Purpose:** | Discuss Progress and Next Steps |
| **Date:** | 09/11/2012 | **Start Time:** | 3:00 pm | **End Time:** | 4:45 pm |
| **Meeting Coordinator/ Facilitator:** | Karan Duwe | **Location:** | ESC Region 15 |
| **Meeting Recorder:** |  | **Meeting Timekeeper:** |  |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | Meeting Norms | D | Karan Duwe | * Group will meet every 2nd Thursday, except in December
* Karan Duwe will post documents
* Sue VanHoozer will record minutes
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|  | Purpose and Focus of Regional Project | D | Karan Duwe | * 2012-2013 focus will be English/Language Arts
* 2013-2014 focus will most likely be Math
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|  | Local Data PowerPoint | W | Karan Duwe | * 3 High Schools data (small, medium, large) from SAISD and EISD
* ASU and Howard College
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**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** |
| Complete Data PowerPoint with data from ASU and Howard College | LeeAnn Byrd & Laurence Musgrove |  |
| Speak with SAISD to get the right people at next meeting  | Lorenzo Lasater |  |
| Bring more English faculty from ASU to next meeting  | Laurence Musgrove |  |
| Bring English faculty from Howard College | LeeAnn Byrd |  |
| **Notes** |
| 1. Set norms for meetings. Decision was made to meet every 2nd Thursday except in December. Karan Duwe will post required documents. Sue VanHoozer will assist recording minutes. Present were: Karan Duwe, Sue VanHoozer, Misti Kinnibrugh, Laurence Musgrove, John Miazga, LeeAnn Byrd, Lorenzo Lasater and Pam Callen.
2. Goals for meeting were to complete PowerPoint slides and work on Action and sustainability plan.
3. Discussion about purpose of the project. Many had misconceptions. The superintendent of San Angelo ISD mentioned to Lorenzo Lasater (P-16 chair) that she would like her district to be involved in this project and was interested in the Math. The group had already decided to work on English based on the need and qualifications of those who volunteered during the summer. Lorenzo proposed that we do both, but after much discussion the decision was made to begin with English/Reading/Writing and move toward Math for the spring training of the next vertical alignment team.
4. Some of the college data was not available due to problems accessing the Higher Education Coordinating Board website. We completed what we had and Laurence and LeeAnn volunteered to finish the information about ASU and Howard College. Karan Duwe completed information about SAISD and Eden. We decided to look at 3 High school data reports (small, medium and large schools). These three schools are a good cross section and representative of the region.
5. Lorenzo Lasater will work with SAISD superintendent to get the right people at our next meeting. Laurence Musgrove will bring other freshman English teachers from ASU and LeeAnn Byrd will bring Howard College English teacher to the next meeting. Those names will be sent to Karan Duwe as soon as we have a commitment.
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Karan Duwe | Director of Instructional Services | ESC Region 15 |
| Sue VanHoozer | Associate Director | ESC Region 15 |
| Misti Kinnibrugh | Principal | Eden ISD, Eden High School |
| Laurence Musgrove | English Department Chair | Angelo State University |
| John Miazga | Dean of College of Education | Angelo State University  |
| LeeAnn Bryd | Provost | Howard College |
| Lorenzo Lasater | Chairman | San Angelo P-16+ Partnership, Inc. |
| Pam Callen | Campus Dean of General Studies | Howard College |