

**AVATAR Partnership Region: \_\_\_\_\_\_15\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting/Session Documentation Form**

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

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| **Meeting:** |  |
| **Meeting Purpose:** | Establish what information is needed for team members for next meeting, compensation |
| **Date:** | October 11, 2012 | **Start Time:** | 3:00 | **End Time:** | 4:30 |
| **Meeting Coordinator/ Facilitator:** | Lorenzo Lasater | **Location:** | ESC Region 15 |
| **Meeting Recorder:** | Sue Van Hoozer | **Meeting Timekeeper:** | Sue Van Hoozer |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | Compensation | D | Lorenzo Lasater | Group decided to compensate team members $150 for round table discussions. |
|  | Inclusion of Math during year 1 | D |  | Focus on English this year and train Math group for sustainability |
|  | Next step | D |  | Gather CCRS, rubrics, college expectations, requirements and course syllabi for next meeting. |

**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** |
| Gather information about what is means to be “college ready.”  | Karan Duwe/Laurence Musgrove | November 5 |
| Identify College Readiness Standards | Karan Duwe/Laurence Musgrove |  |
| Send data to all group members | Karan Duwe |  |
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| **Notes** |
| We need to look at the standards from both directions – high school up and college down. There are a mix of expectations for what the state is requiring in 1301.We need to make sure we include a dialogue between freshman college teachers and high school teachers who work with students who are not in dual credit or AP English.If we are clear about the task when the teachers join us next month, we will have a better chance for success.We need a shared vocabulary, common standards.Discussion about whether we want to focus on a particular population. Example: juniors and seniors NOT taking dual credit or AP courses. Will finish this discussion next month. |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Sue Van Hoozer | Consultant | R 15 |
| Laurence Musgrove | Professor | ASU |
| Lorenzo Lasater | Chair | P-16 Council |
| Misti Kinnibrugh | Principal | Eden CISD |
| Lee Ann Byrd | Provost | Howard College |
| Nancy Treadwell | English Instructor | Howard College |
| Terrie Phillips | Coordinator | San Angelo ISD |
| Pam Callan | Dean, General Studies | Howard College |
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