

**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:** | Plan agenda and discuss desired outcomes of final project |
| **Date:** | 12/6/12 | **Start Time:** | 3:00 | **End Time:** | 4:45 |
| **Meeting Coordinator/ Facilitator:** | Karan Duwe | **Location:** | ESC Region 15 |
| **Meeting Recorder:** | Karan Duwe | **Meeting Timekeeper:** |  |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 3:05 | Update on State STAAR requirements, Alignment of Writing standards K-12 | P | Connie Lindsey ESC 15 | Common understanding of what state accountability is requiring of students |
| 3:30 | Next step discussion.  | Discussion | Laurence Musgrove | Determine who else needs to be involved in the project and how to find those people |
| 3:50 | Discussion of 5 paragraph essay. Importance of reading and writing. Engage in conversations instead of replying to prompt (authentic writing) | Discussion |  | Common understanding of expectations |
| 4:15 | Purpose of our project | Discussion | Karan Duwe | Determine next step |
| 4:30 | Agenda for Project meeting | Discussion | Laurence Musgrove | Plan for a Regional Course Packet |

**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** |
| Create a Regional Wiki for ELA K-12 teachers and Higher Ed teachers can share documents | Connie Lindsey | Feb. 1, 2013 |
| Create Agenda for February Planning meeting | Laurence Musgrove  | January 17, 2013 |
| Identify a working group to design course packet | Team | January 17, 2013 |
| Create a brochure for students in grades 6-12 and college Freshmen about what is expected in 1301 courses in the region | Team | April, 2013 |
| **Notes** |
| Ideas for Agenda:Outcome: Reference course Packet that demonstrates alignment between K-12 institutions and Higher EdDivide teachers into groups with sample essays. Small groups will read and discuss essays, grade using available rubrics Discuss expectations of teachers – differences  Report out to groupIdentify issues in teaching writingCreate a resource for sharing and communicatingSample essays will be available for Grades 6-12Nancy brought copies of A papersNext meeting will be team planning agenda for our February meeting. In February we will have other HS and HE English teachers (up to 30) to discuss sample essays and expectations.Everyone reports that they are happy to be having these discussions and look forward to our meeting in February. If nothing else but these great discussions comes from our hard work it will be worth the time.  |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Laurence Musgrove |  | ASU |
| Nancy Treadwell |  | Howard College |
| Gwen Parsons |  | Howard College |
| Claudia Becerra |  | SAISD |
| Jean Hase |  | SAISD |
| Pam Callen |  | Howard College |
| Connie Lindsey | Secondary ELA Consultant | ESC Region 15 |
| Karan Duwe |  | ESC Region 15 |