

**AVATAR Partnership Region: ESC 16**

**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 Team Training & Planning |
| **Meeting Purpose:** | Team Orientation, Training, & Planning |
| **Date:** | 11/16/12 | **Start Time:** | 8:30 am | **End Time:** | 11:00 am |
| **Meeting Coordinator/ Facilitator:** | Robin Adkins | **Location:** | Region 16 ESC |
| **Meeting Recorder:** | RA | **Meeting Timekeeper:** | RA |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 8:30 | Introductions | P | RA | Tammy Nash – Amarillo High School; Cheryl Freeman – Canyon High School; Pam Walker – Borger High School; Beth Summers – Frank Phillips College; Tammy Holmes – Amarillo College; Linda Rowland – Clarendon College; Gregg Lawler – West Texas A&M University; Gwen Hicks – Region 16 ESC; Robin Adkins – Panhandle P-16 |
| 8:35 | Review numbers of students who enroll in developmental math classes and college algebra classes, and outcomes (drops, completers, grades earned) compiled by Amarillo HS, Borger HS, and Canyon HS students.  | P/F | RA and IHE Partners | Understand the data and determine how to use it for next steps. |
| 9:00 | Review syllabi and Reference Course Profile information for College Algebra classes. | P/F | RA and IHE Partners | Understand the information and determine how to use it for next steps. |
| 9:25 | Review CCRS for math and common math vocabulary developed through P16 work. | P/F | Tammy N. | Understand the information and determine how to use it for next steps. |
| 9:50 | Review resources available at [www.sa-ready.org](http://www.sa-ready.org). | P/F | RA | Understand the information and determine how to use it for next steps. |
| 10:15 | Discuss potential professional development opportunities for regional teachers based upon our work. | P/F/D | RA | Begin planning to provide regional teachers with relevant information and tools. |
| 10:40 | Review: Due Dates & Deliverables; Sample Action & Sustainability Plan | P/F/D | RA | Understand expectations; Update Regional Action & Sustainability Plan, if necessary. |
| 10:50 | Next steps & potential meeting dates. | P/F/D | RA |  |

**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** |
| Higher Ed. partners will bring textbooks used for College Algebra to compare with curriculum/TEKS utilized by High School partners. | Gregg Lawler, Beth Summers, Tammy Holmes | Jan. 25 Meeting |
| High School partners will bring examples of semester and six weeks’ tests to go over with Higher Ed. | Tammy Nash, Cheryl Freeman, Pam Walker | Jan. 25 Meeting |
| Bring examples of Reference Course Profiles to review and discuss at next meeting. | Robin Adkins | Jan. 25 Meeting |
| Next meeting: Fri., Jan. 25, 9:00 am – 2:00 pm | Robin Adkins |  |
| **Notes** |
| Discussions revolved around agenda items, the above action items, and the following notes.11/16 OTHER NOTES:1. Comments from review of data:

--Numbers of “F’s” and repeats is alarming.--Need to start earlier telling students what they need to know to succeed in college (“soft” skills; “survival” skills). Can PTA work with parents to make them aware of the “soft/survival” skills kids will need?--Show high school students the College Algebra syllabi that are online.1. Review of syllabi from WTAMU, FPC, and AC. Review of CCRS and common math vocabulary developed through P16 work:

--One of the biggest disconnects between TEKS and CCRS is in statistics. Statistics not covered in high school unless taken as a specific class or in an AP class.--End-of-Course testing limits what can be covered in HS classes.--After Alg. II EOC taken in early May, use remaining school days to reinforce College Algebra concepts and/or go over introduction to statistics. Ask developmental education instructors which College Algebra concepts should be focused on.--Sometimes higher ed. misses covering the critical thinking questions, but that is changing.--Make students aware that College Algebra isn’t the only first-year math option. At WT, could also take Math for Liberal Arts or Business Math. At AC, could take Contemporary Math for Liberal Arts or Contemporary Math.--Teachers need to be aware of CCRS for math and also the Cross-Disciplinary Standards. Brainstorm ways for teachers to incorporate the Cross-Disc. Standards into what they are currently teaching.1. Other:

--Showed resources available at [www.sa-ready.net](http://www.sa-ready.net), WTAMU’s math tutorial lab, and at Austin Community College’s information on Reference Course Profiles.--Discussed potential professional development opportunities to provide to regional teachers: team members demonstrate pedagogy; possible collaboration with scheduled Region 16 ESC math trainings to imbed info from AVATAR work.10/19 OTHER NOTES: Also included, for future discussions:--Discuss when it’s most appropriate for high school students to use calculators and why.--Discuss possibility of IHE teachers imbedding common questions into College Algebra pre- and post-tests for analysis.--Discuss best online location to post our team’s AVATAR information: P16 content pages? Project Share?--Discuss IHE and HS teachers showing each other examples of pedagogy. |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Gregg Lawler | Math Instructor | West Texas A&M University |
| Beth Summers | Math Instructor | Frank Phillips College |
| Tammy Holmes | Math Instructor | Amarillo College |
| Pam Walker | Math Teacher | Borger High School |
| Cheryl Freeman | Math Teacher | Canyon High School |
| Tammy Nash | Math Curriculum Specialist | Amarillo High School |
| Robin Adkins | P16 Specialist | Panhandle P16 Council/Region 16 ESC |