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

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| --- | --- | --- | --- | --- | --- |
| **Meeting:** | Sam Houston State University P-16 Council | | | | |
| **Meeting Purpose:** | Discuss AVATAR concepts and next steps | | | | |
| **Date:** | 04/19/2013 | **Start Time:** | 12:00 pm | **End**  **Time:** | 2:00 pm |
| **Meeting Coordinator/ Facilitator:** | Kay Angrove | **Location:** | | Walker Education Center | |
| **Meeting Recorder:** | Joe Martin | **Meeting Timekeeper:** | | Kay Angrove | |

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| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | AVATAR concepts | P | Kay Angrove  Tracy Bilsing  Carroll Nardone  Joe Martin | Overview of AVATAR |
|  | Next steps | W | Joe Martin | * Maintain current group for next year * Schedule next meeting in August |
|  |  |  |  |  |
|  |  |  |  |  |

Agenda Format Key: P = Presentation, F = Feedback, D = Decision-Making, W = Work Group, O = Other, with explanation

**AVATAR Meeting Minutes**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Person Responsible** | **Due Date** |
| Schedule next meeting | Joe Martin | July |
|  |  |  |
| **Notes** | | |
| * Maintain current AVATAR partners and team members, including Huntsville High School teachers * Include other schools/teams when possible | | |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Dr. Tracy Bilsing | Associate Professor - English | Sam Houston State University |
| Dr. Carroll Nardone | Associate Professor - English | Sam Houston State University |
| Jeff Norem | Professor - English | Lone Star College - Tomball |
| Dr. Lory Haas | Lecturer/Pool Faculty | Sam Houston State University |
| Jamie Posey | Director of P-16 and College Readiness | Lone Star College System |
| Joe Martin | Educator Certification Coordinator | Region 6 Education Service Center |
|  |  |  |