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

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| --- | --- |
| **Meeting:** | AVATAR Partners |
| **Meeting Purpose:** | Discuss focus, data, and individual responsibilities |
| **Date:** | 09/10/2012 | **Start Time:** | 2:30 pm | **End****Time:** | 4:00 pm |
| **Meeting Coordinator/ Facilitator:** | Joe Martin | **Location:** | Region 6 ESC |
| **Meeting Recorder:** | Joe Martin | **Meeting Timekeeper:** | Joe Martin |

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| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
|  | AVATAR focus  | D | Kay Angrove | Focus on written composition |
|  | Target schools | D | Group | Target Huntsville High School, Willis High School, Sam Houston State University, and Lone Star College-Montgomery |
|  | Powerpoing | W | Group | Members will take on various tasks |

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** |
| Powerpoint presentation and data gathering | Kay Angrove and Lory Haas | 09/24/2012 |
| Syllabus and framework for freshman composition | Tracy Bilsing and Carroll Nardone | 10/08/2012 |
| English III and English IV syllabi | Lory Haas | 10/08/2012 |
| CSCOPE scope and sequence, TEKS/TAKS/EOC English III and IV standards | Julia Woods | 10/08/2012 |
| Core curriculum | Kay Angrove | 10/08/2012 |
| Secure partner from Lone Star College | Kay Angrove | 10/08/2012 |
| Secure partner from Willis High School | Joe Martin | 10/08/2012 |
| **Notes** |
| Next meeting is Monday, October 8, 2012 at Region 6 ESC |

**Meeting Participant List**

|  |  |  |
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| **Name** | **Title** | **Organization/Institution** |
| Dr. Kay Angrove | Director, First Year Experience | Sam Houston State University |
| Dr. Tracy Bilsing | Associate Professor - English | Sam Houston State University |
| Dr. Carroll Nardone | Associate Professor - English | Sam Houston State University |
| Dr. Lory Haas | Counselor | Huntsville ISD |
| Dr. Jerry Hall | Deputy Director for Instructional Services | Region 6 ESC |
| Julia Woods | School Improvement/Certification Specialist | Region 6 ESC |
| Joe Martin | Educator Certification Coordinator | Region 6 ESC |