

**AVATAR Facilitator/Coordinator Conference Call**

**Meeting/Session Documentation Form**

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

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| **Meeting:** | Facilitator/Coordinator Conference Call |
| **Meeting Purpose:** | Celebrate Each Region’s Success; Clarify Next Steps; and Answer Any Questions |
| **Date:** | January 10th, 2012 | **Start Time:** | 9:30 am | **End Time:** | 10:45 am |
| **Meeting Coordinator/ Facilitator:** | Jean Keller | **Location:** | Conference Call |
| **Meeting Recorder:** | Kerry Quinn | **Meeting Timekeeper:** | Jean Keller |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 9:30 | Regional Updates | F & O(Discussion) | Jean Keller | AVATAR staff will hear from each regional group about their process and progress.  |
| 10:15 | Action Plans and Implementation | F & O(Discussion) | Jean Keller | AVATAR staff will discuss any changes related to each region’s Action Plan and provide guidance, if needed. |
| 10:20 | Feedback on website, modules, and planning guide | F | Jean Keller | AVATAR staff will request feedback from each regional Facilitator/Coordinator related to the AVATAR website, modules, and planning guide. |
| 10:25 | University of Houston Website | O(Announcement) | Priscilla Martinez | Priscilla Martinez from the THECB will announce the coordinating board’s request for the AVATAR regional groups to beta test and take a survey on a college and career readiness resource website hosted by the University of Houston.  |
| 10:30 | Next Steps & Due Dates | F & O(Discussion) | Jean Keller | AVATAR staff will remind Facilitator/Coordinators of the upcoming deliverables and next steps.  |

**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** |
| Provide feedback on modules, website, and planning guide | All Facilitator/Coordinators  | Ongoing |
| Edit the planning guide to ensure that all institutions are included | Kerry Quinn | 01/10/2012 (completed) |
| Provide beta testing and respond to survey sent by Priscilla Martinez and the coordinating board | All AVATAR partners and team members | As soon as possible, when email received  |
| **Notes** |
| 1. *Welcome*
	1. Jean welcomed all participants, thanked them for their attendance, and wished all a happy new year.
	2. Jean facilitated a “roll call” of all participating on the conference call. (\*See participant list on page 5)
2. *Review of Regional Updates*
	1. Region 1

Laura Saenz discussed the unique features of her region, particularly the solid alignment between high school and college due to the number of early college high schools and dual credit; many students enter college as a junior. Laura spoke about her teams focus on professional development and instituting a focus more on soft skills students need. Laura plans to get algebra data to see the correlations between science and math. The team plans to create three assessments to determine necessary knowledge to be successful. * 1. Region 2:

Janet Cunningham presented information to her fellow Facilitator/Coordinators on a math college readiness course her region facilitated this semester. She reported that the students came from five different districts, had a great instructor, good attendance, and utilized the ALECKS program but were still not “college-ready” despite passing the TAKS exam. Janet announced one of her team members was selected by Rick Perry to serve on a math committee. * 1. Region 6:

Joe Martin presented plans for his team to create a critical reading questionnaire that will recognize the connections between reading and writing. Joe spoke on the importance of being specific with one’s roles and responsibilities and the importance of planning and details. * 1. Region 9:

Kathy Harvey discussed the plans for her two regional teams. Her English language arts team plans to facilitate a teacher exchange program, in which a high school teacher will be paired up with a higher education professor. The mathematics team plans to host a math seminar and organize visits between the teachers and faculty members. Kathy described her two teams’ focus as on college readiness perceptions of students and instructors. * 1. Region 10:

Chris Kanouse described the challenges her team has faced due to the massive administration changes in her region. Her team remains focused on finding the right sources to move the project along. Chris reported her team remains committed and dedicated. A new district STEM Director has been selected, is supportive of AVATAR, and plans to join the team. Chris explained from her perspective, as a second year team, the importance of building relationships and facilitating critical conversations as the foundation for sustainable, functional work. * 1. Region 15:

Karan Duwe explained her team is still in the conversation stage and is still attempting to identify the cause of the break in her region’s vertical alignment. Karan reported her team has now included 7th and 8th grade instructors. The regional team plans to create a brochure as a resource but the team is also very interested in creating a document similar to the Abilene RCP. It was recommended that Karan have various instructors bring in different levels of work and have the various instructors grade the work using the same rubric to facilitate discussions on instruction and expectations of students. * 1. Region 16:

Robin Adkins summarized the efforts of his team. Robin explained his desire to formulate specific goals with his team now that his team has thoroughly assessed the information through the data and activities such as assessing tests and exams. Robin recognized that statistics are not in the CCRS and are not tested on the STAAR EOC yet the course is often taken in college. Mary Harris reported that statistics scores are the lowest subscores for teacher education courses at 4-year institutions and recommended Robin test his hypothesis. Robin stated that he plans to have the district teach statistics in the period between the completion of the Algebra II EOC exam and the end of the school year.* 1. Region 20:

Ravae Schaeffer reported that after she experienced some pushback from a district’s administration, her team was able to present at an administrator’s meeting; many administrators reported that they had no idea of the vertical alignment problems in their region, such as the four levels of developmental courses. Her team was then asked to present to all of the district’s principals. Ravae explained that her team is focused on reading deficiencies in mathematics and plans to create a support document for teachers and students for reading in math. Ravae reported that for next year they are planning a three day summer institute for training due to the difficulties in finding enough time to discuss all the topics with everyone. Ravae reported that her team had new members each week which led to a lot of time each meeting catching new members up on the process, data, and information. It was reported that Region 13’s Ed Vara is using Wiki documents for sharing and communicating information to his team so that it does not have to be repeated often. 1. *Action Plans & Implementation*
	1. Jean Keller asked all Facilitator/Coordinators to share any changes in their region’s Action Plans.
	2. No changes were reported.
2. *Feedback on Website, Modules, and Planning Guide*
	1. Jean reported that the staff appreciates any feedback on materials or information posted on the website.
	2. Jean reminded the Facilitator/Coordinators that they may use any parts of the modules that are helpful for their own group, and to feel free to add items as needed.
	3. Robin Adkins reported how comprehensive the modules and planning guide were. He asked that “Canyon ISD” be added to page 5.
3. *University of Houston Website*
	1. Priscilla Martinez from the Texas Higher Education Coordinating Board requested that the Facilitator/Coordinators and their teams beta test and take a survey on the University of Houston college and career readiness resource website. Priscilla reported the link and survey will be sent out by the end of the month.
4. *Next Steps & Due Dates*
	1. Jean reminded the Facilitator/Coordinators that individual calls will take place in the month of February and the next group conference call will take place in March.
	2. Jean requested that the Facilitator/Coordinators continue to send the updates and minutes from their team meetings to be posted in each region’s folder on the website.
5. *Conclusion – 10:45 am*
	1. Jean concluded the meeting thanking all for attending and reminding them that the external evaluator will be sending out emails to all team members and partners by February.
	2. Jean reminded the Facilitator/Coordinators that the staff members are here to help and to not hesitate to call or email any staff member for assistance or guidance.
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Laura Saenz | Facilitator/Coordinator | Region 1, UT Pan American |
| Janet Cunningham | Facilitator/Coordinator  | Region 2, Citizens for Educational Excellence |
| Joe Martin | Facilitator/Coordinator | Region 6, ESC |
| Kathy Harvey | Facilitator/Coordinator | Region 9, ESC |
| Chris Kanouse | Facilitator/Coordinator | Region 10, ESC |
| Karan Duwe | Facilitator/Coordinator | Region 15, ESC |
| Robin Adkins | Facilitator/Coordinator | Region 16, ESC |
| Ravae Shaeffer | Facilitator/Coordinator | Region 20, ESC |
| Priscilla Martinez | Program Director, Success Initiatives | THECB |
| Sharon Smith  |  Research Assistant, External Evaluator | Shore Research |
| Jean Keller | AVATAR Co-Director | AVATAR, University of North Texas |
| Mary Harris | AVATAR Co-Director | AVATAR, University of North Texas |
| Kerry Quinn | Graduate Assistant | AVATAR, University of North Texas |

(Unable to attend: Jane Silvey, Kathy Wright Chapman, Christine Holecek, Ed Vara, and Christy Barnett)