

**AVATAR Partnership Region: 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 | | | | |
| **Meeting Purpose:** | Plan for 7/10 & 7/29 presentations. | | | | |
| **Date:** | June 25, 2014 | **Start Time:** | 1:00 pm | **End Time:** | 3:00 pm |
| **Meeting Coordinator/ Facilitator:** | Robin Adkins | **Location:** | | Computer Services Lab, Region 16 ESC | |
| **Meeting Recorder:** | RA | **Meeting Timekeeper:** | | RA | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 1:00 pm | 1. Planning for presentations: July 10 – R16 Math Conf.; July 29 – R16 Instructional Strategies Conf. | W/D | RA | Plan presentations. |
| 2:50 pm | 2. Consider date for meeting before and/or after July 10 presentation, if needed. | F/D | RA | Set next meeting date to finalize presentations and discuss `14-15 projects. |
| 3:00 pm | 3. Adjourn. |  | RA |  |

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

**AVATAR Meeting Minutes (See “Notes” page for more info)**

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| **Action Item (numbered items below correspond to agenda items above)** | | **Person Responsible** | **Due Date** |
| 1. Robin send PowerPoint of July 10 presentation to Gregg to post in Dropbox. He will invite presenters to access & view. | | Robin, Gregg | June 26, 2014 |
| |  | | --- | | ***Notes*** |   ***Discussions revolved around agenda items, the above action items, and the following notes.***  ***Item #1:***  *--Presenters: July 10 = Beth, Stan, & Robin; July 29 = Beth, Stan, Cathy, & Robin.*  *--DRAFT OUTLINE FOR PRESENTATIONS at July 10 REGION 16 MATH CONFERENCE, AND JULY 29 REGION 16 INSTRUCTIONAL STRATEGIES CONFERENCE:*  *“College Readiness: Aligning Algebra II & College Algebra”*  *Beth Summers, Professor of Math, Frank Phillips College*  *Stan Maxwell, Math Teacher, West Texas High School*  *Cathy Coleman, Math Teacher, Amarillo High School*  *Robin Adkins, P-16 Specialist, Texas Panhandle P-16 Council*  *1. Recognition of need:*  *a. Brief overview of statewide and regional AVATAR Project*  *b. Review of college readiness data*  *c. Review of numbers of students who enroll in college developmental math, on-level college math, and their outcomes.*  *2. Establishing relationships between high school and college math instructors: perspectives from members of Region 16’s AVATAR Math Project.*  *3. Tools, strategies, & resources teachers can use to enhance success of Algebra II students planning to take College Algebra:*  *a. Student-maintained math journals*  *b. Characteristics of successful college students*  *4. Q&A with high school and higher education math instructors.*  *--Adkins prepare handouts for July 10: Math Concepts, Characteristics of Successful College Students, and journal sample pages.*  ***Meeting Participant List***   |  |  |  | | --- | --- | --- | | ***Name*** | ***Title*** | ***Organization/Institution*** | | *Cathy Coleman* | *Math Teacher* | *Amarillo HS* | | *Kim Seward* | *Math Instructor* | *West Texas A&M Univ.* | | *Stan Maxwell* | *Math Teacher* | *West Texas HS* | | *Robin Adkins* | *P-16 Specialist/Team Facilitator* | *Region 16 ESC* | | | | |