

**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 Coordinator (Robin Adkins) & 4YR Gen. Educ. Leader (Gregg Lawler) | | | | | | | |
| **Meeting Purpose:** | | Progress Report: `13-14 Activities to-date & Planning | | | | | | | |
| **Date:** | | 4-25-14 | **Start Time:** | 11:45 am | | | **End Time:** | | 12:45 pm |
| **Meeting Coordinator/ Facilitator:** | | Robin Adkins | **Location:** | | | | Green Chile Willy’s Restaurant | | |
| **Meeting Recorder:** | | RA | **Meeting Timekeeper:** | | | | RA | | |
| **Time** | **Topic** | | | | **Format** | **Discussion Leader** | | **Desired Outcome** | |
| 11:45 am | 1. Discuss activities to-date. | | | | F/W | RA/GL | | Gain understanding of work done to-date. | |
| 12:15 am | 2. Discuss next steps. | | | | F/W | RA/GL | | Planning for project. | |
| 12:45 pm | 3. Adjourn. | | | |  |  | |  | |

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

**AVATAR Meeting Minutes**

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| **Numbered items below correspond to agenda items above.** |  |  |
| 1. Gregg reviewed journal used by FPC. Likes format. Says it’s similar to what WT uses in it’s dev. math lab and will try to get Adkins a copy.  Gregg is anxious to see the journal format used and work that’s been done at AHS. He thinks the FPC and AHS journals could be posted for use by regional teachers as a starting point. |  |  |
| 2. Invite Gregg to planning meeting for July 10 R16 ESC Math Conf., and July 29 R16 ESC Instructional Strategies Conf. Gregg can participate if the sessions are in the AM. He and another WT professor will make presentations at July 10 conf., separate from AVATAR info.  Gregg will try to develop a survey to use with his math students to get feedback RE high school math practices that students feel prepared/underprepared them for college math, as well as general questions RE the “college experience” to gain insight into what has led to their successes and failures. |  |  |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Gregg Lawler | AVATAR Math 4 Yr Gen. Educ. Leader – Math Professor | West Texas A&M University |
| Robin Adkins | AVATAR Coordinator – P-16 Specialist | Region 16 ESC |