

**AVATAR Partnership Region: \_\_\_\_\_15\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting/Session Documentation Form**

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

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| **Meeting:** | Curriculum vertical alignment |
| **Meeting Purpose:** | Plan project  |
| **Date:** | 12/11/13 | **Start Time:** | 9:00 | **End Time:** | 11:00 a.m. |
| **Meeting Coordinator/ Facilitator:** | Karan Duwe | **Location:** | Region 15 ESC |
| **Meeting Recorder:** | Karan Duwe |  |  |
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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 9:00 | Introduce Avatar,  | F | Karan Duwe | Awareness of Avatar funding and resources |
| 9:15 | Discuss HB 5 and impact on alignment | F | Karan Duwe | Discussion of needs |
| 10:00 | Discuss ways to create the course | F | Karan Duwe | Create a plan |
| 10:30 | Determine plan | F | Karan Duwe | Create plan, determine responsibilities |

**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** |
| Gather syllabi of all area colleges/universities developmental courses | Entire group | February 2014 |
| Plan meeting to work on course with district representatives, Higher Ed reps. | Karan Duwe, Michael Bohensky, Caroline Tolliver, Lorrie Payne | February 2014 |
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| **Notes** |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Karan Duwe |  | ESC 15 |
| Michael Bohensky | Assistant Superintendent | San Saba ISD |
| Lorrie Payne | Curriculum Director | Coleman ISD |
| Liesa Land | Assistant Superintendent | Brownwood ISD |
| Caroline Tolliver | Curriculum Director | Ballinger ISD |
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