

**AVATAR Partnership Region: 2**

**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 |
| **Meeting Purpose:** |  |
| **Date:** | September 8, 2014 | **Start Time:** | 2:15 p.m. | **End Time:** | 3:30 p.m. |
| **Meeting Coordinator/ Facilitator:** | Janet M. Cunningham | **Location:** | STAR Annex |
| **Meeting Recorder:** | Janet M. Cunningham | **Meeting Timekeeper:** | Connie Nowell |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 2:15 | Welcome and Introductions | Discussion | Janet Cunningham | Introduction of this year’s members |
| 2:18 | AVATAR – what it is and what we do | Discussion | Janet Cunningham | Explanation of AVATAR mission |
| 3:10 | Discussion Items | Discussion | Janet Cunningham | Determining where MOUs are in signatory process and college preparatory course is in implementation and work toward finalizing math symposium program |
| 3:26 | Plans for next meeting | Discussion | Janet Cunningham | Set next meeting date |

**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** |
| Welcome: Dr. Cunningham welcomed all members and had each member introduce himself/herself to the groupAVATAR: Dr. Cunningham explained to the group what AVATAR is and what it doesDiscussion Items:1. Status of MOU -- Melissa Morin, ESC2, reported on the status of the MOU and what signatures were still needed. There was discussion of what districts began teaching the course with the fall semester.
2. College Preparatory Course – The group discussed the course syllabus, how to get this year’s high school seniors who are not college ready prepared for college, getting students to take the TSI, etc.
3. College Preparatory Assessments – Members who have been working on this project were not present at this meeting. The assessments need to be ready to distribute to the districts in November.
4. Math Symposium Planning – The symposium is planned for October 29 at the ESC. The group reviewed last year’s topics and suggestions for new topics were discussed.
5. Curriculum Updates – Melana Silva will be meeting in Austin this week and will report to the group at the next meeting.
 | Dr. Cunningham will prepare draft of program for discussion. | October 7, 2014 |
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| **Notes** |  |  |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Dr. Janet M. Cunningham | Executive Director | E2E Partners (P-16 Council) |
| Melissa Morin  | Research & Planning | ESC-2 |
| Lisa Hernandez | Math Teacher | Odem-Edroy ISD |
| Paul Johnson | Math Instructor | Del Mar College |
| Cindy Funke | Teacher | Odem-Edroy ISD |
| Veronica Gutierrez | Math Specialist | Odem-Edroy ISD |
| Andrea Johnson |  | cMATHisEASY |
| Elsa Brown |  | cMATHisEASY |
| Melana Silva | Curriculum Coordinator | Calallen ISD |
| Joe O. Flores | Math Teacher | Odem-Edroy ISD |
| Marc Aguilera | Math Specialist | Corpus Christi ISD |
| Dr. Paula Kenny-Wallace | Math Instructor | Texas A&M University-Corpus Christi |