**AVATAR Action Plans for Spring 2013**

**Implemented by: Heart of Texas P-16 Council**

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|  | **Action** | **Who** | **What** | **When** | **Where** | **How** | **Expected Outcome** |
| 1. | Host Course Team Training | Fred Hills, HOT P-20 Building Capacity Chair (MCC) | Reserve Space at MCC | November 9, 2012 | McLennan Community College | Teacher Stipend & Sub reimbursement | Critical Conversations on vertical alignment |
| 2. | Facilitate Meeting | Chris Holecek, ESC Region 12 | Record findings | November 9, 2012 | McLennan Community College | Facilitation Process | Record notes generated from critical conversations |
| 3. | Create online posting and collaboration site for course team members | Londa Carriveau,  Instructor MCC | Secure web space | Prior to January meeting 2013 | McLennan Community College | MCC Webmaster | Participants will collaborate on vertical alignment meeting outcomes |
| 4. | Host Course Team Training | Fred Hills, HOT P-20 Building Capacity Chair (MCC) | Reserve Space at MCC for Jan, Feb and March | Prior to January 2013 meeting | McLennan Community College | Teacher Stipend & Sub Reimbursement | Critical Conversations on vertical alignment |
| 5. | Facilitate Meetings | Chris Holecek, ESC Region 12 | Record findings | Jan, Feb and Mar 2013 Meetings | McLennan Community College | Facilitation Process | Record notes generated from critical conversations |
| 6. | Create a rubric | Susan Giddings, Instructor Waco ISD | Team will develop a rubric that can be used by secondary teachers to grade essays | April 2013 | McLennan Community College | Teacher Stipend & Sub reimbursement | A replicable tool that will enable secondary teachers to grade essays like post-secondary instructors |
| 7. | Distribute Rubrics | Fred Hills, Sheryl Kattner-Allen, Donna McKethan, Ashley Canutsen, Tammy Brinkman, HOT P-20 members | Team will distribute the rubrics in their respective institutions | May 2013 | MCC, TSTC, Waco ISD, Midway ISD, La Vega ISD, and Connally ISD | School distribution list | HOT P-20 council members will distribute rubric to staff members to use in 2013-2014 school year. |
| 7. | Celebrations | Sheryl Kattner-Allen, HOT P-20 Program Chair (TSTC) | Host a celebration event for P-20 Council and Team Members | May 2013 | Education Service Center Region 12 | Invitations to team members, P-20 executive steering committee members and district superintendents and principals | Buy in from member organizations to continue project for school year 2013-2014. |