

**AVATAR Partnership Region: ESC Region 13**

**Meeting/Session Documentation Form**

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

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| **Meeting:** | ACC Highland Campus Avatar |
| **Meeting Purpose:** | Review action plan and determine content/agenda for training |
| **Date:** | 3-5-13 | **Start Time:** | 5:00 pm | **End Time:** | 6:00 |
| **Meeting Coordinator/ Facilitator:** | Susan Diaz  | **Location:** | Region 13 |
| **Meeting Recorder:** | Jennifer Drumm | **Meeting Timekeeper:** | Jennifer Drumm |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 5:00-5:20 | Proposals for project components | w | Jennifer | Review proposals, set tasks and time lines to support project completion deadlinesDates to stay away from:Finals for ACC – May 6-10PotentialMay 3rd? |
| 5:20 – 6:00 | Workshop; input and potential agenda items | w | Susan | Continue discussion from last meeting (below) and add more detail:Wendy would present her findings on college readiness. We discussed synthesizing information that is already out there like the Framework in order to further college readiness and STAAR success. Workshop would be f2f before being turned into online components. Each person would take on a one hour piece and the presentation and then we would have a q and a session at the end.John—non-fictionStacia—soft skillsWendy—findings from articleSusan—EOCMoriah—Framework, WAW, self-assessment.Update:Susan – test / history and evolutionWendy – dataStacia – soft skills / behavioral problemsJohn – Weekly writing, project in chunksMoriah – self assessment survey 9:00 – 4:0045 minute chunks 9:00 – welcome9:15 – Susan10:00 – 10:10 – break10:10 – 10:55 – Wendy11:05 – 11:55 – Break11:05 – 11:50 – Stacia11:50 – 1:00 – Lunch1:00 – 1:45 – John1:45 – 2:00 – Break2:00 – 2:45 – Moria3:00 – 3:30 – Round Table 3:30 – 4:00 – Round Table Discussions - based on each topic with activities and/or additional information May 3rdPossible debrief on May 3rd after the sessionPossible – survey and note taking guide to use on the day of the sessionPrint – April 24thPresentation materials – April 24th June 3rd – materials revised for web site |
| Other | Next meeting – last planning before May 3rd  |  |  | April 24th at 5:00 pm ACC |

**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** |
| Rooms – is COW day happening at ESC13 on May 3rd?*No – we have a room reserved at Region 13 and parking will not be an issue* | Jennifer |  |
| Gary – reserve a room at Eastview – multi-purpose room*No need to do this as we have access to the rooms at Region 13* | Gary  |  |
| Video for May 3rd? | Jennifer & Susan |  |
| Reserve room for April 24 | Gary  |  |
| Contracts and forms needed for vendors | Jennifer |  |
| E-Campus and reserve room for May 3rd | Jennifer & Susan  |  |
| **Notes** |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Susan Diaz | Literacy Specialist | Region 13 |
| Wendy Lym | Professor, Associate | Austin Community College |
| I. Moriah McCracken | Assistant Professor of English Writing & Rhetoric | St. Edwards University |
| Gary Madsen | Director, P-16 Initiatives | Austin Community College |
| Stacia Bowley | English IV Teacher | L.C. Anderson High School |
| Jennifer Drumm | Senior Coordinator, Curriculum & Instruction | ESC Region 13 |
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