

**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:** | |  | | | | | | |
| **Meeting Purpose:** | | Determine reference course project goals, establish community support | | | | | | |
| **Date:** | | 2/21/13 | | **Start Time:** | | 4:00 | **End Time:** | 6:00 pm |
| **Meeting Coordinator/ Facilitator:** | | Laurence Musgrove | | **Location:** | | | Region 15 ESC | |
| **Meeting Recorder:** | | Karan Duwe | | **Meeting Timekeeper:** | | |  | |
|  | |  | |  | | |  | |
| **Time** | **Topic** | | **Format** | | **Discussion Leader** | | **Desired Outcome** | |
| 4:00 | Introductions | | F | | Laurence Musgrove | | Getting to know each other | |
| 4:30 | Review project goals | | F | | Laurence Musgrove | | Determine needs and audience of our Reference Course Packet  Establish Community and support for English in Region 15 | |
| 5:15 | Review timeline | | D | | Laurence Musgrove | | Review dates for goal setting | |
| 5:30 | Determine groups and identify materials needed | | D | | Laurence Musgrove | | Divide RCP into 2 sections, Prerequisites and outcomes for 1301 | |
| 5:40 | Acknowledge Tensions | | F | | Laurence Musgrove | | Discussion of anxieties about what the group is creating. | |

**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** |
| 2 groups and group leaders determined | Laurence Musgrove, Laura Behrens, Joe Erickson | 3/7/13 |
| **Notes** | | |
|  | | |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Karan Duwe |  | ESC 15 |
| Jean Hase | Teacher | SAISD |
| Nancy Treadwell | Instructor | Howard College |
| Joe Erickson | Instructor | ASU |
| Laurence Musgrove | Teacher | ASU |
| Claudia Becerra | Teacher | SAISD |
| Marcie Puckitt | Instructor | Howard College |
| Laura Behrens | Instructor | ASU |
| Crystal King | Instructor | Central HS |
| Megan Grigg | Instructor | Wall HS |
| Shanna Saverance | Instructor | Wall HS |
| Deanna Watkins | Instructor | Lake View HS |