

**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 PacketEstablish 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 |