

**AVATAR Partnership Region: ESC 16**

**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 Training & Planning |
| **Meeting Purpose:** | Team Orientation, Training, & Planning |
| **Date:** | 10-19-12 | **Start Time:** | 9:00 am | **End Time:** | 11:00 am |
| **Meeting Coordinator/ Facilitator:** | Robin Adkins | **Location:** | Region 16 ESC |
| **Meeting Recorder:** | RA | **Meeting Timekeeper:** | RA |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 9:00 | Introductions | P | RA | Tammy Nash – Amarillo High School; Cheryl Freeman – Canyon High School; Pam Walker – Borger High School; Beth Summers – Frank Phillips College; Tammy Holmes – Amarillo College; Linda Rowland – Clarendon College (not present); Gregg Lawler – West Texas A&M University; Gwen Hicks – Region 16 ESC (not present); Robin Adkins – Panhandle P-16 |
| 9:05 | Training Module 1 | P/F | RA | Understand need for and purpose of AVATAR Project |
| 9:45 | Training Module 2 | P/F | RA | Discuss: Conley’s principles; College and career readiness. |
| 10:00 | Region 16 Data PowerPoint | P/F | RA | Discuss needs in our region based upon the data. |
| 10:30 | Review: Due Dates & Deliverables; Sample Action & Sustainability Plan | P/F/D | RA | Understand expectations; Create Regional Action & Sustainability Plan for submission. |
| 10:50 | Next steps & potential meeting dates. | P/F/D | RA | Obtain and review: Course Profile Information; Final exam examples (IHE & HS); Numbers of students taking developmental educ. and College Algebra and success by HS.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** |
| Submit Regional Action & Sustainability Plan based upon team discussions. | Robin Adkins | Mon., Oct. 29 |
| Each IHE compile, by Amarillo HS, Borger HS, and Canyon HS, numbers of students who enroll in developmental math classes and college algebra classes, and outcomes (drops, completers, grades earned). Bring to 11/16 meeting. | Tammy Holmes, Gregg Lawler, Beth Summers | Fri., Nov. 16 |
| Each IHE bring syllabi and Reference Course Profile information for College Algebra to 11/16 meeting. | Tammy Holmes, Gregg Lawler, Beth Summers | Fri., Nov. 16 |
| Bring Math CCRS for each team member to 11/16 meeting. | Robin Adkins | Fri., Nov. 16 |
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| **Notes** |
| Discussions revolved around agenda items and the above action items. Also included, for future discussions:--Discuss when it’s most appropriate for high school students to use calculators and why.--Discuss possibility of IHE teachers imbedding common questions into College Algebra pre- and post-tests for analysis.--Discuss best online location to post our team’s AVATAR information: P16 content pages? Project Share?--Discuss IHE and HS teachers showing each other examples of pedagogy. |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Gregg Lawler | Math Instructor | West Texas A&M University |
| Beth Summers | Math Instructor | Frank Phillips College |
| Tammy Holmes | Math Instructor | Amarillo College |
| Pam Walker | Math Teacher | Borger High School |
| Cheryl Freeman | Math Teacher | Canyon High School |
| Tammy Nash | Math Curriculum Specialist | Amarillo High School |
| Robin Adkins | P16 Specialist | Panhandle P16 Council/Region 16 ESC |
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