

**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:** | 11/16/12 | **Start Time:** | 8:30 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** |
| 8:30 | 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; Gregg Lawler – West Texas A&M University; Gwen Hicks – Region 16 ESC; Robin Adkins – Panhandle P-16 |
| 8:35 | Review numbers of students who enroll in developmental math classes and college algebra classes, and outcomes (drops, completers, grades earned) compiled by Amarillo HS, Borger HS, and Canyon HS students. | P/F | RA and IHE Partners | Understand the data and determine how to use it for next steps. |
| 9:00 | Review syllabi and Reference Course Profile information for College Algebra classes. | P/F | RA and IHE Partners | Understand the information and determine how to use it for next steps. |
| 9:25 | Review CCRS for math and common math vocabulary developed through P16 work. | P/F | Tammy N. | Understand the information and determine how to use it for next steps. |
| 9:50 | Review resources available at [www.sa-ready.org](http://www.sa-ready.org). | P/F | RA | Understand the information and determine how to use it for next steps. |
| 10:15 | Discuss potential professional development opportunities for regional teachers based upon our work. | P/F/D | RA | Begin planning to provide regional teachers with relevant information and tools. |
| 10:40 | Review: Due Dates & Deliverables; Sample Action & Sustainability Plan | P/F/D | RA | Understand expectations; Update Regional Action & Sustainability Plan, if necessary. |
| 10:50 | Next steps & potential meeting dates. | P/F/D | RA |  |

**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** |
| Higher Ed. partners will bring textbooks used for College Algebra to compare with curriculum/TEKS utilized by High School partners. | Gregg Lawler, Beth Summers, Tammy Holmes | Jan. 25 Meeting |
| High School partners will bring examples of semester and six weeks’ tests to go over with Higher Ed. | Tammy Nash, Cheryl Freeman, Pam Walker | Jan. 25 Meeting |
| Bring examples of Reference Course Profiles to review and discuss at next meeting. | Robin Adkins | Jan. 25 Meeting |
| Next meeting: Fri., Jan. 25, 9:00 am – 2:00 pm | Robin Adkins |  |
| **Notes** | | |
| Discussions revolved around agenda items, the above action items, and the following notes.  11/16 OTHER NOTES:   1. Comments from review of data:   --Numbers of “F’s” and repeats is alarming.  --Need to start earlier telling students what they need to know to succeed in college (“soft” skills; “survival” skills). Can PTA work with parents to make them aware of the “soft/survival” skills kids will need?  --Show high school students the College Algebra syllabi that are online.   1. Review of syllabi from WTAMU, FPC, and AC. Review of CCRS and common math vocabulary developed through P16 work:   --One of the biggest disconnects between TEKS and CCRS is in statistics. Statistics not covered in high school unless taken as a specific class or in an AP class.  --End-of-Course testing limits what can be covered in HS classes.  --After Alg. II EOC taken in early May, use remaining school days to reinforce College Algebra concepts and/or go over introduction to statistics. Ask developmental education instructors which College Algebra concepts should be focused on.  --Sometimes higher ed. misses covering the critical thinking questions, but that is changing.  --Make students aware that College Algebra isn’t the only first-year math option. At WT, could also take Math for Liberal Arts or Business Math. At AC, could take Contemporary Math for Liberal Arts or Contemporary Math.  --Teachers need to be aware of CCRS for math and also the Cross-Disciplinary Standards. Brainstorm ways for teachers to incorporate the Cross-Disc. Standards into what they are currently teaching.   1. Other:   --Showed resources available at [www.sa-ready.net](http://www.sa-ready.net), WTAMU’s math tutorial lab, and at Austin Community College’s information on Reference Course Profiles.  --Discussed potential professional development opportunities to provide to regional teachers: team members demonstrate pedagogy; possible collaboration with scheduled Region 16 ESC math trainings to imbed info from AVATAR work.  10/19 OTHER NOTES: 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 |