

**AVATAR Partnership Region: 2**

**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 Meeting | | | | |
| **Meeting Purpose:** | Discuss Math Symposium and develop action plan | | | | |
| **Date:** | February 6, 2013 | **Start Time:** | 7:30 a.m. | **End Time:** | 8:40 a.m. |
| **Meeting Coordinator/ Facilitator:** | Janet M. Cunningham | **Location:** | | Northwest Center for Advanced Studies | |
| **Meeting Recorder:** | Janet M. Cunningham | **Meeting Timekeeper:** | | Connie J. Nowell | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 7:30 a.m. | Welcome; review minutes of previous meeting | Discussion | Janet Cunningham |  |
| 7:45 a.m. | Mathematics Symposium | Discussion | Janet Cunningham | Set action plan |
| 8:15 a.m. | State Mathematics Committee | Discussion | Faye Bruun |  |
| 8:20 a.m. | Review “Reference Course Profiles” | Discussion | Paul Johnson |  |
| 8:30 a.m. | Next Meeting | Discussion | Janet Cunningham | Set 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** |
| The team reviewed the minutes of the last meeting to include grant applications; potential funding for next year (cannot be given to non-profit (Dr. C recommended ESC); TSI updates. |  |  |
| The team discussed the Math Symposium, March 20, 12:00 to 3:45 p.m. @ ESC (certificates will be issued by ESC).  Lunch will be served.  Sessions:  TEKS/CCR standard – 30 minute session with 15 minute Q&A  Update from state/ESC – presenter from Coordinating Board?  Developmental Education – Patty Walters or Chair from Del Mar  Use of calculators/Accuplacer – Faye Bruun/Melana Silva; Sandra Rippstein/  Faye Wilson to prepare test questions  Audience should include schools from CC, Kingsville, Coastal Bend College  Presenters – Each presenter will name his/her own session  Publicity – flyer needs to be drafted; advertising put in place | Melissa Morin - registration  Janet Cunningham  Janet Cunningham to contact Dr. Uti (?)  Faye Bruun to supply books  Janet Cunningham  Paul Johnson  Sandra Rippstein/Faye Wilson  Janet Cunningham (Kingsville)  Faye Bruun (Coastal Bend)  Presenters  Janet Cunningham | February 20, 2013  February 20, 2013  February 20, 2013  February 20, 2013  February 20, 2013  February 20, 2013  February 20, 2013  February 20, 2013  February 20, 2013 |
| State Mathematics Committee – Faye Bruun on Advisory Board of Texas Academy for Math and Science; will attend first meeting later this month and will report |  |  |
| The team reviewed “reference course profiles” – Paul Johnson led discussion; should be used as a resource to share expectations |  |  |
| The team agreed to meet on Wednesday, February 20, 7:30 a.m. Presenters should be in place with session titles; flyer should be drafted. | All members to report highlights of one module from Avatar website | February 20, 2013 |
| **Notes** | | |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Melissa Morin | Consultant | ESC-2 |
| Sandra Rippstein | Secondary Mathematics Teacher | Calallen ISD |
| Faye Wilson | Math Teacher | Calallen ISD |
| Paul Johnson | Math Instructor | Del Mar College |
| Dr. Faye Bruun | Assistant Professor, Department of Curriculum and Instruction | Texas A&M University Corpus Christi |
| Dr. Janet M. Cunningham | Executive Director | Coastal Bend Partners for College and Career Readiness (P-16 Council) |