

**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:** | Monthly Meeting | | | | |
| **Date:** | April 14, 2015 | **Start Time:** | 3:00 p.m. | **End Time:** | 4:35 p.m. |
| **Meeting Coordinator/ Facilitator:** | Janet M. Cunningham | **Location:** | | STAR Complex | |
| **Meeting Recorder:** | Janet M. Cunningham | **Meeting Timekeeper:** | | Connie Nowell | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 3:00 | Welcome | Discussion | Janet Cunningham |  |
| 3:05 | Discussion Items | Discussion | AVATAR Team | Continued development of semester two assessment. |
| 4:30 | Announcements | Discussion | Janet Cunningham | Grant funding |
| 4:31 | Plans for Next Meeting |  | Janet Cunningham | Meeting date set. |

**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** |
| Welcome: Dr. Cunningham welcomed all members.  Discussion Items:   1. College Preparatory Assessment development, Semester 2 – Members decided on questions to be on assessment. It was decided that the test would be 25 multiple choice questions. 2. Feedback from Semester 1 – Still working on obtaining information.   Announcements: Dr. Cunningham reported that grant funding for 2015-16 would be $8500.  Plans for Next Meeting: A meeting has been set for Wednesday, April 29, at 3:00 p.m. at the Northwest Center for Advanced Studies. Dr. Cunningham reported that stipends would be distributed at the end of May. | Jose Guerra and Paula Kenney-Wallace will work to finalize assessment to present at the next meeting.  Dr. Cunningham will work to obtain data. | Next meeting |
| **Notes** |  |  |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Dr. Janet M. Cunningham | Executive Director | E2E Partners (P-16 Council) |
| Paul Johnson | Math Instructor | Del Mar College |
| Jose Guerra | Coordinator – Instructor Math | Texas A&M University-Kingsville |
| Andrea Johnson | Owner | cMATHisEASY |
| Dr. Paula Kenny-Wallace | Math Instructor | Texas A&M University-Corpus Christi |