**AVATAR Partnership Region: 20**

**Meeting/Session Documentation Form**

Form should be completed after each meeting and given to the Regional AVATAR Coordinator/Facilitator

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| **Meeting:** | Partnership Convening | | | | |
| **Meeting Purpose:** | Vertical Alignment Training | | | | |
| **Date:** | 12/4/12 | **Start Time:** | 12:00 | **End Time:** | 4:00 p.m. |
| **Meeting Coordinator/ Facilitator:** | R. Shaeffer | **Location:** | | Harlandale ISD Central Office | |
| **Meeting Recorder:** | Cynthia Villafranco | **Meeting Timekeeper:** | | Samantha Gallegos | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 12:00-12:30 | Working Lunch – Overview of AVATAR for HISD administrators | P | R. Shaeffer | Communicate project goals with partners |
| 12:30-1:00 | Welcome & Celebrations | P | R. Shaeffer | Sharing – celebrate AVATAR sharing at regional meetings |
| 1:00-2:00 | Vertical Alignment – CCRS, TEKS  Reference Course Profile | W  W | J. Kulhanek, R. Shaeffer  R. Shaeffer | Align TEKS with CCRS  Align college course syllabus with CCRS |
| 2:00-2:30 | Vertical Alignment Sharing | P | Secondary & Post-Secondary Workgroups | Share Vertical alignment learning |
| 2:30-3:30 | Compare CCRS Gap Analysis | W | Secondary and Post-Secondary Workgroups | Determine gaps in the secondary to post-secondary pipeline |
| 3:30-4:00 | Next Steps: Strengthening the Pipeline | P | R. Shaeffer | Group commits to next steps for strengthening the pipeline. |

**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** |
| Reference Course Profile Meetings – schedule for Workgroup | C. Krueger, P. Lee, S. Norman | November 28, 2012 |
| Communicate Next Meeting Date & Goals | R. Shaeffer | TBD (Dec. 4) |
| **Notes** | | |
| AVATAR Meeting \*\* \* Dec. 4, 2012   * Introductions/Celebrations   1. Ravae offered an AVATAR overview      1. Diplomás – effort to increase Latino college access and college readiness         1. Creating life-readiness for career, certificate or post-secondary education      2. Partners      3. Goals         1. Expand awareness to create vertical alignment         2. Identify strategies to close regional curriculum gaps         3. Identify processes to assess and celebrate progress in preparing collee and career readied students         4. Share best practices         5. Why Do We Need AVATAR?            1. Too many shared secondary/post-secondary leaders/educators do not have shared and accurate information about what is needed for student success in postsecondary classes            2. Too many students are taking developmental ed classes at the postsecondary level            3. Too many students enter postsecondary and do not complete on time.         6. Critical Conversations to strengthen pipline            1. Partners (Harlandale, McCollum, PAC/SAC, UTSA, P16+         7. AEIS Data from TEA            1. College Ready Graduates – Harlandale HS (Class 2010 %)            2. College Ready Graduates – McCollum HS (Class 2010 %)            3. Data from THECB – Institution Enrollment Class of 2010 for McCollum and Harlandale, Class of 2010            4. Grade point averages for cohort from THECB for Harlandale and McCollum HS            5. Developmental Ed courses at Palo Alto College, 2011            6. Developmental Ed courses at San Antonio College, 2011            7. Developmental Ed courses at UTSA, 2011 * Sharing of Norms for Collaboration with group * Transition into workgroups (ELA, Secondary Math group aligning TEKS with CCRS standards ; Post-Secondary group (Syllabus and how it’s aligned with college standards)   1. Work groups work together (1 hour 15 minutes) * Return to Meeting   1. Reminding of Norms   2. Workgroup Sharing (2-3 minutes)      1. Gather notes from each group         1. ELA group – identified areas in math questions that would cause trouble: vocabulary (academic and content terms)   Drafted “handbook” How-To parts   * **Contact:** Linda Gann at Northside or Michael Littlefield at Harlandale for item assessment help in handbook review * **Look at Math Dictonary for basic terms** * **Math/Reading Cohorts/Learning Communities at the College Level (can this work at the high school level?)** * Need to go to grassroots teaching: knowing basic terms in reading; basic math (multiplication) * Need for basic writing, sentence structure even at higher level math classes (give students more practice with writing in math; understand technical writing elements, give presentations)   + - 1. Post-Secondary group – Process: Went through CCSR standards to see what is being covered in developmental ed classes and how that is aligned in high school algebra classes. 4 developmental courses to prepare for college algebra; 300 and 301 are MS math; 40% of students place in 300 level course; students have trouble taking it serious; students have to choose to retake their accuplacer (esp if it was taken in HS)       2. Secondary group – (math) Noticed patterns in 8th grade mathematics and what students learn. Algebra/geometry-like classes. Many standards address college-readiness. If math was learned in 8th grade, it wasn’t explained in later grades. Repetition of math is needed; otherwise, it’s forgotten and it’s needed. Suggestion: Repeat concepts in all sequential classes. Tutoring might be an opportunity to reteach/relearn – give students more responsibility.   **Upcoming Regular Meeting Dates** - January 16 – Noon – 4pm   * Feb. 15 – 8:30-10:30 am * March 28 – Noon – 4pm * May 24 – Celebration TBD   Meeting ended at 4pm. | | |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Sandy Norman | Math Professor | UTSA |
| Patricia Prince | Math Teacher | Harlandale MS |
| Patricia Keller | Math Teacher | Harlandale MS |
| Rebecca Solis | Math Teacher | Kingsborough |
| Rivette Pena | Math Teacher | Leal MS |
| Jessica Acosta | C&I/ELAR Coordinator | HISD |
| Samantha Gallegos | Director of Secondary Curriculum | HISD |
| Steve Sippel | C&I/K-12 Math Coordinator | HISD |
| Cristela Delgado | Teacher | McCollum HS |
| Charles Dunn | Math Teacher | McCollum HS |
| Bridget Williams | Teacher | Terrell Wells MS/Math |
| Conrad Krueger | Dean of Arts and Sciences | SAC |
| Joseph Kulhanek | Office of P-20 | UTSA |
| Cynthia Villafranco | Office of P-16 | P-16+ |
| Najette Hema | ELA Teacher | Harlandale HS |
| Angela Milani | Math Teacher | Harlandale HS |
| Ravae Shaeffer | Coordinator | ESC-20 |