**Highland Park High School Course Team Log**

*The purpose of this document is to help organize the course team’s work and to capture the important aspects of this work for secondary members to read and understand.*

*All course team facilitators should complete this log and post it to the wiki after each of their team meetings.*

Meeting No. \_\_\_\_\_\_\_\_\_\_\_

Date: February 8, 2012 Facilitator: Wolfe

Team members present:

Elman; Case

Perlman on loan to American Lit and Comp Course Team for co-assessment.

BRIEF summary of discussion, activities, and work conducted (bullet points will suffice):

We are in the midst of completing the 2nd common assessment of the year. The team reviewed the assessment (posted on wiki) and our process for assigning it.

The team discussed what our goals should be for the upcoming co-assessment of the student work and then created a draft of our protocols for that session. We’ll share that draft with the full team of 7 and request permission for a half professional day to co-assess. Protocols: each teacher brings 3 unmarked papers, chosen at random; we use the rubric (on wiki) to assess the papers, paying particular attention to Topic Sentence and Analysis and using the 4 point scale to see where we are regarding evaluative expectations; we also give each paper a letter grade to see how value the parts of the rubric; we select models that can be used for re-teaching certain skills when we return the papers and perhaps offer a revision opportunity for those not demonstrating mastery.

For our next meeting we need to do the following:

Bring the entire 7 person team together for co-assessment.

2 minute feedback loop: commit to sharing verbal feedback about the meeting. Capture these thoughts here:

Next meeting: 2/15, if not before for a whole group norming session

Date: 2/15, if not before

Location: Writing Lab