**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. 1\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_9/7/11\_\_\_\_\_\_\_\_\_\_ Facilitator: Wolfe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Wolfe; Elman; Case; Perlman

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

* We reviewed and discussed the Course Team Structures and Responsibilities
* We reviewed and discussed the Course Team Norms
* We discussed the District 113 Targets Survey
* We discussed and evaluated our Team’s performance and productivity last year. In particular, the balance between co-planning and co-assessing.

For our next meeting we need to do the following:

* Continue our self-evaluation of our Team’s progress and then review the Self-Assessment in order to set our goals.

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

* The Team felt good about its productivity last year and spoke about the desire to do more with common assessments this year in order to get into how the results impact re-teaching those students who struggled as well as teaching the skills going forward.
* Request for feedback loop to HP Admin and Ad Building to consider the technical language in the target Survey. Also, to make sure that all school-wide initiatives and efforts have direct tie to equity and excellence and CT work.

Next meeting:

Date: 9/21/11

Location: TBD