**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. \_\_\_\_3\_\_\_\_\_

Date:\_\_\_\_10/12/11\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_David Shirley\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Barb Obinger, Heather Hernandez, Roxanne Jamroz, Dave Shirley

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

We began discussion of the 4 common formative assessments that we will be using to analyze this year. We color coded the labs based on the different levels of chemistry as the labs do have slight differences. We also began looking at the rubrics that are in place for these labs.

Survey = Green

Regular = Blue

Honors = Red

A P = Purple

For our next meeting we need to do the following:

Think about common questions from each of the 4 common assessments that we will be using. We also will look at the rubrics we presently have and begin to look at them in terms of areas where we can have common questions to use for evaluation.

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

Productive. We feel good about the labs we have chosen. We have a good place to start.

Next meeting:

Date:\_\_\_\_\_\_\_\_\_\_\_10/13/11\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_G 205\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_