**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. \_ONE\_\_\_\_\_\_\_\_

Date:\_\_Sept 7th 2011\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_Eric Helkowski\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Lauren Nahigian, Tim Sirois, Liz Waller, not present SCOTT LEIBFRIED

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

* Logged onto our wiki
* Took the self assessment
* Assigned Roles Leibfried – facilitator; Nahigian, Sirois, Helkowski, Waller – Primary Course Team Members; The primary course team members will rotate the responsibilities of filling out the course team log each meeting, posting information to the wiki, and choosing which target to focus on at each meeting.
* Primary course team members will make sure to keep secondary members up to date with the work of the team by encouraging the use of the wiki.

For our next meeting we need to do the following:

* Set up course team norms (quickly)
* Reflect on first two chapters and prepare for chapter 7.
* Begin to discuss the first common formative assessment.

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

* We are ready to start discussing student learning. We are interested in how the students are performing up to this point in the year.

Next meeting:

Date:\_\_\_9.21.2011\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_A204\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date:\_\_October 19, 2011\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_Eric Helkowski\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Lauren Nahigian, Tim Sirois, Liz Waller, not present SCOTT LEIBFRIED

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

* Logged onto our wiki
* Developed a Common Formative Assessment for Chapter 5 (Logs & Exponents). It is five multiple choice questions that will be given at the beginning of the chapter. Data will be collected about the most frequently missed questions. This will help to guide how the topics are taught. The assessment will be given again at the end of the chapter to check for understanding and mastery.

For our next meeting we need to do the following:

* Consolidate data from the Chapter 5 Common Assessment and discuss how it will guide our teaching.
* Begin the discussion about the division of topics between Algebra 2 with Trigonometry and Precalculus.
* Use this time to pick a new book for Precalculus (both regular and honors).

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

* This team feels somewhat disjointed between regular and honors. It might be time to split up the team into two smaller teams.

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

Date:\_\_November 2nd, 2011\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_Lauren Nahigian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Eric Helkowski, Tim Sirois, Liz Waller, not present SCOTT LEIBFRIED

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

* Compared the top two choices for new text books.

For our next meeting we need to do the following:

* Hopefully we will have some supplemental resources from the two books for us to compare.
* Discuss what we do with a student drops from honors to regular. The honors student has missed chapter 7, 8, and 9.

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

* With only ten minutes we had little time to make a clear decision. We need more time to pick a book that will work for both honors and regular.

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

Date:\_\_November 30th, 2011\_\_\_\_\_\_\_\_\_ Facilitator:\_\_\_\_\_\_\_Scott Leibfried\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Eric Helkowski, Tim Sirois, Liz Waller, Lauren Nahigian

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

* Each team member completed the survey about professional development
* Discussed and decided that both precalculus and precalculus honors will go in the same order next year with our new textbook
* Started going through the textbook to decide what topics in the book will be covered (discussed chapters 1 and 2)

For our next meeting we need to do the following:

* Continue to decide on what topics will be covered

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

We feel like we have gotten a good start on preparing for the transition to a new textbook.