**Highland Park High School Course Team Meeting Calendar 2011-12**

**(Guidelines)**

**Course Team:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| Meeting Number | Date | Location | Facilitator | Topics |
| 1 | **Sept. 7** | TBA |  | Understand the Structure of Course Teams and  Identify Roles of Team Members |
| 2 | **Sept. 21** | TBA |  | Establish Team Norms (Post)  and  Conduct Team Self-Assessment |
| 3 | **Oct. 12**  **(half-day inservice)** | TBA |  | Set Team Goals (Post)  and  Select One Common Assessment (Post) |
| 4 | **Oct. 19** | TBA |  | Work on  First Task (Post) |
| 5 | **Nov. 2** | TBA |  | Work on  First Task  (Post) |
|  | **Nov. 9**  **(Course Team Facilitator Meeting)** | **A240** | **Brad Swanson** | Share Current  Course Team Work |
| 6 | **Nov. 30** |  |  |  |
| 7 | **Jan. 11** |  |  |  |
| 8 | **Feb. 1** |  |  |  |
| 9 | **Feb. 8** |  |  |  |
| 10 | **Feb. 21**  **(half-day inservice)** |  |  |  |
| 11 | **Feb. 22** |  |  |  |
| 12 | **March 7** |  |  |  |
|  | **April 4**  **(Course Team Facilitator Meeting)** | **A240** | **Brad Swanson** |  |
| 13 | **April 11** |  |  |  |
| 14 | **April 24**  **(half-day inservice)** |  |  |  |
| 15 | **May 9** |  |  |  |
| 16 | **May 23** |  |  |  |