**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:\_\_\_\_\_\_11/2/2011\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Barbara Harvey\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

The whole WL Department

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

1. We discussed the difference between formative and summative assessments.
2. It was reiterated that the formative assessments are the focus for this year for our teams.
3. We also briefly discussed the creation and use of Rubrics to be used with those assessments.
4. In Spanish Level-3, we continued the conversation within our teams.

For our next meeting we need to do the following:

1. Look at a project- El Testamento- as a possible formative
2. We will also look at a Etapa quiz as a possibility as well

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

We are all the in agreement that this is a work in progress, but we are excited to do this to benefit the language acquisition process of our students.

Next meeting:

Date:\_\_\_\_\_\_\_\_\_Next Collaboration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_in A 304\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_