**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. \_\_\_\_5\_\_\_\_\_

Date:\_\_\_\_\_11/2/11\_\_\_\_\_\_\_\_ Facilitator:\_Barb Harvey and Tiffany Decker

Team members present:

Marisol Legis-Portincaso, Debbie Lewicki, Rebeca Rodríguez

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

We met with Barb as a department for the majority of the time to discuss a reading on assessment.

We talked what makes a good assessment and the importance of “formative checkpoints” before unit tests or projects.

After discussing the reading we met in our course team and talked about examples of formative assessment and how they do not necessarily need to be assigned a grade.

We talked about the creation of a rubric for ourselves to use when evaluating if student work meets, exceeds or does not meet expectations without assigning the work a specific letter grade.

Barb clarified some things for us about formative assessment.

For our next meeting we need to do the following:

Choose some common formative assessments. We would like to choose 2 formative and 2 summative. That is our goal, if we do less that is ok.

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

We didn’t have as much time to work as we would have liked. We plan to choose a common formative assessment for next time.

Next meeting:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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