**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. \_\_\_2\_\_\_\_\_\_

Date:\_\_\_06/29/2011\_\_\_\_\_\_\_\_ Facilitator:\_\_\_Krull, Gwen\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team members present:

Jesse Villanueva

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

Reviewed WIDA Writing Rubric, Can-do’s & Writing Targets

Reviewed and revised Writing Targets (see attachment for changes)

We agreed that as department we need to identify types of writing we commonly use in the classroom in order to standardized the assessment of student writing

Discussed the creation of a trial Speaking Assessment for Math (see Salazar’s example attached)

For our next meeting we need to do the following:

We need to put the following items on course team calendar:

LATER- create writing models of the commonly used types of writing in our classes

LATER- review target about Expository/Narrative writing-

* + (agree on different types or choose)

Adapt WIDA Oral Training (use Testing Manual) for mainstream teachers

Look at “paraphrasing” in other resources (how is it assessed?)

Create models for writing using complex information by adding information such as modifiers, phrases and clauses and using more specific vocabulary. (Grammatical terms not used with students)

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

We do have an speaking formative assessment teachers can use for the first quarter. We can discuss how it went.

We also have some issues our writing targets and the writing rubric that we have to work on before we can make the assessments.

Question: Can we move forward with the writing of Writing Assessment without the team?

I like starting with sentence complexity and vocab. usage at beginning of school year because it feels productive and focuses our future conversations.

We have two formative assessments for the first quarter, I believe (how we apply rubrics).

Next meeting:

Date:\_TBD but before July 23.

Location:\_\_\_Krull’s Office HPHS\_\_\_