**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: November 30, 2011 Facilitator: Mari Brown

Team members present: Steph Solis and Mari Brown

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

* We entered 1ST quarter grades, LWFC open/cloze and LWFC vocab pretest scores
* We continued examining the data
* We debriefed the course team facilitators meeting (the Jamba meeting) and talked about the necessity to **co-assess** in addition to **commonly assess** (we have a lot of the latter, but not much of the former right now)

**For our next meeting we need to do the following:**

* Add loose ends to the data spreadsheet
* Analyze the data more closely (color-code) to look at skill levels and plan/differentiate lessons accordingly

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

Again, it was frustrating that we don’t have Ann with us, because we could have entered all the data and started the color coded analysis today.

**Next meeting:**

Date: January 11, 2012

Location: A334