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

Date:\_\_**10-12-11\_\_\_\_\_\_\_\_\_\_** Facilitator:\_\_\_**Kate Silber and Beth Peterson**\_\_\_\_\_\_\_\_

Team members present:

**Jonathan Weiland**

**Cathy Pepsnick**

**Cheri Byrnes**

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

* **We finalized the formative assessment for quarter 1 - (posted on the wiki).**
* **We revisited our biology core targets. We talked about if we should divide the targets by course.** 
  + **Defined honors biology content targets to show the difference between courses.**
  + **Created Metacognition Student Reflection for cell unit and discussed how it can be used.**
  + **We will try this after our cell test and assess its usefulness.**
* **We discussed when the assessment will be given and a date for completion.**
  + **AP Biology, Honors Biology, Biology, and Biology Survey will give the assessment by Oct. 28th.**
  + **Each teacher shares number of students with success on each question (1-8) by Nov. 2nd meeting.**
  + **Secondary team members (Rox, Ana, Julie) will also give the assessment and give the team the results by Nov 2nd for analysis.**
  + **We will determine the questions that students struggled with for review/re-teaching purposes.**

For our next meeting we need to do the following:

**Continue reviewing the biology content targets and process targets.**

**Continue discussing the use of the metacognition student reflection sheet**

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

**Productive morning**

**Effective use of time**

**Supportive**

**Interesting conversation**

**Worked well together**

Next meeting:

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

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