**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**:\_2-13-13 \_\_\_\_\_\_\_\_\_\_\_\_\_** Facilitator:\_\_\_**Kate Silber and Beth Peterson**

Team members present:

**Cathy Pepsnik**

**Matt Kracht**

**Shannon Bain**

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

**We developed a rubric for our third quarter assessment. We discussed how many points to make the rubric. Should we have different point scales for honors/AP and biology? Make sure to bring student filled in ½ sheets to the next meeting to collect data.**

For our next meeting we need to do the following:

**Continue to develop the rubric. Grade some of the answers and then norm grading (have 2 teachers grade the same paper and then compare). Collect data and wrap up third quarter formative assessment.**

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

Next meeting:

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

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