**Meeting Agenda**

**HS French**

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| **Meeting Date:**  October 8, 2014 (Hawk Day) | | | **Meeting Time:**  8:00AM-10:05AM | |
| **Members Present:** | | | **Members Absent:** | |
| **AGENDA**  ***What*** we will accomplish | **TIME** | **DECISIONS/ACTION ITEMS/NOTES**  , | | **NEXT STEPS**  ***Who*** will do ***what***, and ***when*** |
| Revisit pacing discussion (not mapped on the matrix/in unit planners)… but where is each teacher in relation to the others? Are you within days of each other, weeks? Will each teacher complete the current unit within the allotted time frame? |  | *This is a discussion of where each teacher is, where you’ll end up and how the unit is going (concepts kids are struggling with, etc.). This should be an ongoing process… not a checked-off-the-list sort of thing.* | |  |
| Upcoming standardization for November’s Hawk Day: decide which summative assessment (which has been given, or will be given by that point) is appropriate for standardization. |  | **Note: standardization is NOT equal to common grading. All assessments will need to be graded first. Each teacher will copy one high, two medium, and one low scoring paper. You will come with your final scores and copied papers. Original papers should be returned to students as you normally would.** | |  |
| Unit Planner Work: either create new units (as necessary) or complete information on current/upcoming units |  | Use the Unit Planner Cheat Sheet on <http://cppcurriculum.weebly.com> This will tell you what parts to complete first so that the public matrix will be complete. | |  |
| Use the Assessment Matrix to begin to “map” which assessment measures which strand of the MYP objectives |  | (emailed to you both) | |  |
| **Send completed notes to your Department Chair. The document should be saved as your course title.** |  |  | |  |

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| **Suggested Future Agenda Items:** | **Date/Time of Next Meeting:** |