

HCA English Department Work-Day Agenda  
1 December 2022  
8:00 AM – 3:30 PM

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Attendees: Jordan Souther, Paige Walker, Angela Woodard, Traci Jones (Curr. Dean)

Location: Board Room, building D

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- ✓ 8:00 – 10:00 AM: Curriculum Guides / Maps / Checklists
  - Updates
    - World Lit
    - American Lit
    - AP Lang/Comp
    - Advanced Comp
    - 9<sup>th</sup> Lit
    - Middle School
  - check off items/standards
- ✓ 10:00 – 11:30 AM: Create standard assessments
  - DGP grammar quizzes
  - grammar tests
- ✓ 11:30 – 12:30 PM: LUNCH BREAK
- ✓ 12:30 – 1:30 PM: Semester Exams
  - discuss format of exams and begin to create exams
- ✓ 1:30 – 3:00 PM: Finish any curriculum guide/map updates
- ✓ 3:00 – 3:30 PM: Summer Reading
  - discuss any intended updates to summer reading requirements
  - We can continue this discussion at our later meetings in 2<sup>nd</sup> semester.
- ✓ *Reminders*
  - Semester Exams – ELA changed to Monday, December 19, 10:45-12:15
  - Next Meeting: Monday, December 12, 3:30 PM
  - Turn-it-in training: Wednesday, January 4, 2023, time TBD