

Adult Education and Literacy On-Site Monitoring Agenda TEMPLATE

Time	Activity	Location
8:00 – 9:00 a.m.	<p><u>Entrance Interview</u> Welcome and Introductions</p>	Location
	<p><u>Purpose and Expectations</u> Iowa Department of Education Team (IDOE)</p>	
	<p><u>Overview of Local Adult Education Program</u> Presented by Local Coordinator to IDOE Team and Local Program Director/Dean, Workforce Development Chair, & Representatives from CORE partners</p>	
9:00 – 11:45 a.m.	<p><u>*Agenda item – Concurrent Classroom Observations</u> 1. Organizational Capacity</p> <p style="margin-left: 20px;">a. Accountability (fiscal and data) b. Community Interaction c. One-Stop Integration</p>	Location
11:45 – 12:30 p.m.	Lunch/Working Lunch Student or Staff Panel	Location
12:45 – 3:00 p.m.	<p><u>*Agenda item – Concurrent Classroom Observations</u> 2. Learner Success</p> <p style="margin-left: 20px;">a. Learner Progress b. Curriculum, Instruction and Professional Development c. Program Design and Leadership</p>	Location
3:15 – 4:00 p.m.	<p><u>Exit with Senior Staff</u> IDOE Team meets briefly to review report out</p>	Location
	<p>IDOE Team, Local Program Coordinator, Local Program Director/Dean, Workforce Development Chair, & Representatives from CORE partners</p>	

*Agenda items may be adjusted to accommodate staff needs and availability for interviews.