Tips that help you prepare for your Perkins IV Monitoring Visit

When do monitoring visits typically occur?	In general, monitoring visits occur between October and March. More specifically, your monitoring visit will be scheduled over a two-day period that aligns with the calendars of the state Perkins team who will visit your consortium and the calendars of the schools and college(s) within your consortium. When scheduling monitoring visits, state Perkins staff will do their best to avoid dates that cause conflicts with other important initiatives or events in your consortium.

The consortium is responsible for setting the agenda for the meeting. What should we include in the agenda?	The agenda should outline activities over both days of the monitoring visit. A sample agenda with some guidelines you might consider in planning the agenda for your visit is available on www.cte.mnscu.edu. Please note that each monitoring visit may differ from the sample agenda depending on the governance structure and collaborative working style of the consortium and its members. State Perkins staff can talk with you about planning an agenda that matches your consortium needs if you still have questions after reviewing the sample provided.

Who should attend meetings that occur during the monitoring visits?	Your monitoring team will consist of Perkins staff from the Minnesota Department of Education and Minnesota State Colleges & Universities, Office of the Chancellor. The State Director of Career & Technical Education (or her designee) will chair the monitoring meetings. Who participates in the meetings associated with your site visit may vary, depending on the governing and operating structure within your consortium. Generally, it is essential that you include your primary secondary and postsecondary consortium contacts, and your fiscal hosts. Those individuals should plan to be available throughout the entire visit in case questions arise or additional information is needed. It is recommended that you invite Perkins leaders from each school and college within your consortium to the opening and exit meetings as well. These leaders may include Principals, Superintendents, Chief Academic Officers, Chief Student Affairs Officers, Deans, and participating business or community leaders who are involved in CTE efforts.

Tips that help you prepare for your Perkins IV Monitoring Visit (continued)

What facilities and logistical needs are there for monitoring visits?	The consortium should decide where the monitoring visit occurs within the consortium. Generally, you should plan on a meeting room for the opening and exit meetings that is adequate to hold the number of attendees you expect and the State Perkins monitoring team. The monitoring team also needs a room where your documentation will be reviewed. The room should offer enough space for 3-5 monitoring team members to easily access and review your documentation. Generally, a conference room arrangement works best for this. This room should also be a secure location (accessible with a key or security badge) as your fiscal, operational, and accountability data will be stored here during the visit. A second room for small meetings should be available during both days as well. The monitoring team will need wireless internet access and access to a printer during the visit. There is ***no need*** for your consortium to provide refreshments or meals for the monitoring team during their visit, though access to coffee or water and information about nearby food establishments would be helpful.
What evidence do I need to collect and how do I organize it?	You will need to collect evidence that documents your consortium activities and compliance with each of the required criteria and any of the permissive activities addressed in your consortium plan for the monitoring year. Use the template found in the MN Monitoring Criteria at www.cte.mnscu.edu/directories/portal.html to create a document that lists each piece of secondary and postsecondary evidence by title of document and specific URL (if applicable). Send that document to Debra Hsu and your MDE specialist several days prior to the visit and have it available on a flash drive for the team at the beginning of the visit. You may organize the evidence in notebooks, folders, or separate stacks of documents. You might consider using an electronic portfolio as well, making sure to note evidence with the criteria number.
I still have questions about preparing for my monitoring visit. Who do I contact?	Your State Perkins team can offer you individualized assistance in planning your monitoring visit. Request a conference call with state staff to provide technical assistance as you plan your monitoring visit by contacting Florence Newton (florence.newton@so.mnscu.edu) at (651) 201-1679. You may also direct questions to your regional MDE specialist, Debra Hsu (debra.hsu@so.mnscu.edu) at (651) 201-1686, or Michelle Kamenov (michelle.kamenov@state.mn.us) at (651) 582-8434. In addition, many resources to help you plan your visit can be found on the Minnesota Career & Technical Education website found at http://www.cte.mnscu.edu/directories/portal.html