

## 2015 MN Perkins Monitoring Visits

### Sample Agenda

#### Day 1 – Review team arrives at 12:30 PM

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| 12:30 PM | Meet with consortium leadership to review schedule purpose of the visit  |
| 1:30 PM  | Fiscal personnel available from consortium to review desk audit findings<br><br>MDE/MnSCU personnel review files prepared in advance by consortium directors |
| 4:00 PM  | Visit with secondary and postsecondary directors to ask/answer questions regarding the findings for the day and to discuss day 2 schedule                    |

#### Day 2 – Review team arrives at 8:00 AM

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| 8:00 AM  | Staff continue to review ALL prepared materials and new information requested at the close of day 1.                                    |
| 9:30 AM  | Meet with secondary and postsecondary consortium leadership to discuss any last minute requests for information and to discuss findings |
| 10:30 AM | Monitoring team to prepare final materials for 1:00 PM findings session   |
| 12:00 PM | Lunch   |
| 1:00 PM  | Meet with all consortium leadership to report findings and answer questions   |