

FY24 Consortium Monitoring Process

October 5, 2023



MINNESOTA STATE
Career and Technical Education

mn DEPARTMENT
OF EDUCATION

Agenda

- Welcome
- FY24 Monitoring Schedule
- Purpose of Monitoring
- Monitoring Review Team
- Monitoring Process
- Q & A

FY24 Schedule

Consortium	Evidence Due	Monitoring Interview	Feedback Meeting
True North	Dec 8	Jan 9/10	TBD
Oak Land	Jan 12	Jan 30/31	TBD
St. Paul	Jan 26	Feb 12/13/15	TBD
Runestone	Feb 16	Mar 5/6/7	TBD
Northeast Metro	Mar 15	Apr 15/16/17	TBD
South Metro	Apr 5	Apr 23/24/25	TBD

Purpose of Monitoring

- Ensure Compliance



- And...



Monitoring Review Team

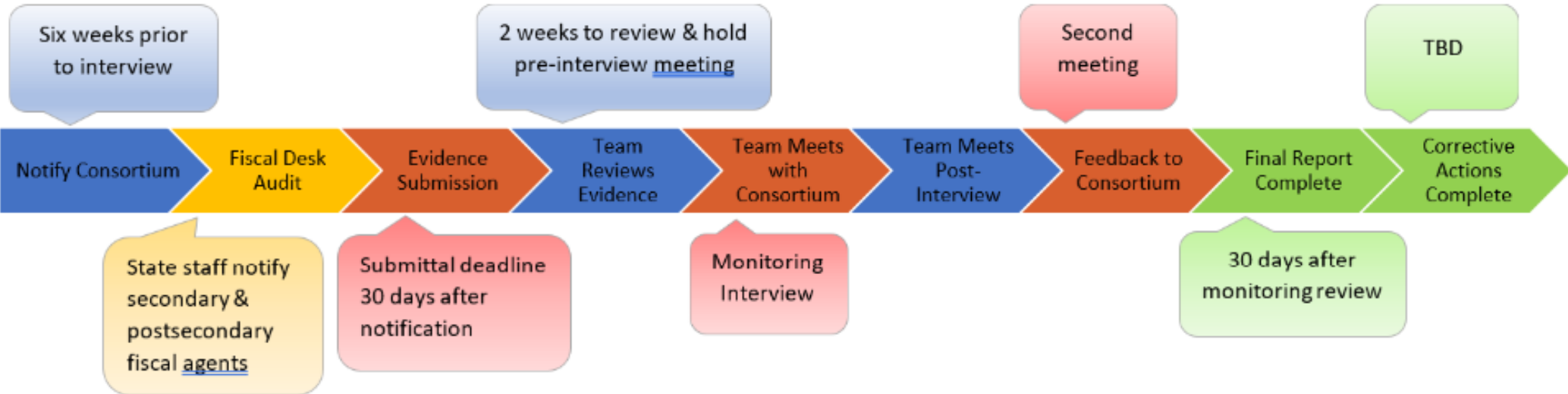
- Minnesota State
 - Karl Ohrn, Sue Selland-Miller, Robb Lowe, Eva Scates-Winston
- MDE
 - Michelle Kamenov, Shelli Sowles, specialist assigned to consortium (Tim Barrett, Mary Berg, Julia Henderson)
- Fiscal Desk Audit
 - Lor Vang, Minnesota State
 - LaDonna Mustin, MDE

Monitoring Process Resources

- *Consortium Monitoring Process Graphic*
- *Consortium Monitoring Steps (dates specific to consortium)*
- *FY24 Monitoring Criteria Guide for Consortia*
- *FY24 Monitoring Evidence Checklist*
- *Instructions for Submitting Monitoring Evidence*



Consortium Monitoring Process



Northeast Metro Consortium Monitoring Steps

Monitoring Period: July 1, 2022 - June 30, 2023 (FY23)

Monitoring Steps	Description	Date
1. Notify consortium	At least 6 weeks before interview date	
2. Fiscal desk audit	Lor Vang works with postsecondary fiscal staff LaDonna Mustin works with secondary fiscal staff	
3. Evidence submittal deadline	Upload files to evidence folder for all 6 criteria. Email Sue Selland-Miller when finished uploading files.	Mar 15
4. Monitoring team review	Start any time, but 2 weeks held for review after submittal deadline & before interview	
5. Pre-interview team meeting	Monitoring team meets to prepare for interview	
6. Monitoring interview	2.5 hours via zoom with 10-15 min presentation by consortium followed by interview on 6 criteria	Apr 2/3/4
7. Team meets post-interview	Team makes determination on findings	Apr 2/3/4
8. Feedback meeting	Karl, Michelle, Sue meet with consortium to summarize feedback from team	TBD
9. Final report	Written report targeted for 30 days after interview	May 15
10. Corrective actions completed	Date will be determined for consortium to complete corrective actions	TBD

Monitoring Criteria Guide

Sections of Guide

- 6 Criterion Requirements
 1. Consortium Governance
 2. Fiscal Requirements
 3. Reserve Funds
 4. Partnerships
 5. Programs of Study
 6. Accountability
- References
- Compliance Components (e.g., *Compliance 1.1, Compliance 1.2, etc.*)
- Evidence to submit for monitoring

Evidence Tips

It's required that...

We expect that...

How do we know?

• Requirement vs. Compliance

Criterion 5 Requirement

Programs provide a coherent sequence of courses through defined programs of study (POS) that:

- Incorporate challenging state academic standards;
- Address both academic and technical knowledge and skills;
- Are aligned with the needs of industry in the region;
- Progress in specificity;
- Have multiple entry and exit points that incorporate credentialing; and
- Culminate in the attainment of a recognized postsecondary credential.

Programs of study meet state-recognized POS requirements and reflect continuous improvement.

Compliance 5.2

The consortium has established six State-Recognized Programs of Study that represent at least four different career fields with no more than one brokered with institutions outside the consortium. Each program of study must meet the seven minimum requirements specified in the [State Recognized Programs of Study User Guide](#).

- *S-R POS – Funding POS spreadsheet is on file* and updated annually with the local application in May of each year.

Required evidence to submit for monitoring:

1. Summary of the consortium process to determine S-RPOS and Funding POS decisions.
2. Documentation of implementing the process, such as meeting minutes.

Evidence Tips

- Look for key words in Evidence to submit list: *summary, description, documentation, etc.*
- Look for examples (e.g., ...)

We expect that...

Compliance 4.4

Students are provided with an opportunity to earn postsecondary credits through dual enrollment (e.g., Articulation, PSEO, AP, IB, Concurrent Enrollment).

- CTE Articulation agreements are on file.
- CTE Concurrent Enrollment course offerings are on file.
- Other CTE dual enrollment opportunities are documented.

Evidence to submit for monitoring:

1. List of CTE Articulation agreements.
2. List of CTE Concurrent Enrollment courses and high schools offered within the reporting year.
3. Summary of outcomes from investing funds in articulation agreements and dual credit opportunities.
4. Description (and documentation) (e.g., meeting minutes, flyers, webpages, etc.) of efforts to increase student awareness and access to dual enrollment opportunities.

Key words?

Evidence Tips

Key Words?

Compliance 4.3

The consortium collaborates to support the recruitment, training, and retention of teachers and paraprofessionals for CTE programs.

Required evidence to submit for monitoring:

1. Summary and documentation (e.g., meeting minutes, emails, webpages, etc.) of consortium efforts and outcomes to support new teachers.

- Provide context & reference evidence
 - Describe efforts and outcomes to support new teachers in your summary
 - List document names of evidence after summary (see next slide)

Evidence Tips

- Evidence List
- Documents may be used for more than one criterion – only submit once, but clearly reference

Example

4.3.1 Evidence

- Compliance 4.3 Meeting Minutes
- Compliance 4.3 Email to New Teachers
- Compliance 1.2 Consortium Meeting Minutes (submitted under Criterion 1)

Evidence Tips

- Name files to reflect the Compliance item that the evidence addresses

Compliance 1.2

Partners review and provide input on the consortium's annual operational plan (Perkins V Local Application).

- Partners met within the reporting year.
- Minutes and agenda(s) documenting members attending, including their names, titles, and the constituencies they represent and reflecting a discussion of workforce needs and Perkins performance measures as part of planning and decision-making are on file.

Evidence to submit for monitoring:

1. **Meeting minutes** and agenda with a list of attending partners, including job titles and constituencies they represent participating in consortium planning.

Example

Compliance 1.2 Meeting Minutes

Evidence Tips

- Name files to reflect the Compliance item that the evidence addresses

Compliance 4.1

CTE local program advisory committees provide collaborative input from relevant partners, including industry professionals, employers, teachers, faculty, and students. The work of advisory committees informs consortium priorities.

- CTE local program advisory committees met within the reporting year to discuss performance, program quality, and local workforce needs.
- Agendas and meeting minutes with a list of attending partners, including job titles and constituencies they represent, are on file.

Evidence to submit for monitoring:

1. A summary of one example in which program advisory committee work contributed to the consortium's efforts (e.g., strategic planning, student outreach activities, career pathways development, shared curriculum, etc.).

Name?

Compliance 4.1 Summary of Program Advisory Committee Work

Evidence Tips

File Types

- Acceptable file types include PDF, Word, and Excel
- No links to web-based documents such as Google Docs
- Links to websites can be included in summaries as evidence or examples

Instructions for Submitting Monitoring Evidence (PDF)

- Evidence Submittal Tips on p. 1
- Steps to upload files p. 2-3



FY24 Monitoring Evidence Checklist

CRITERION 1

Compliance 1.1

- A written summary of the consortium's process for joint planning and decision-making.
- Documentation showing the consortium's process for joint planning and decision-making through one or more of the following pieces of evidence: memorandum of understanding or agreement(s), planning documents, charts or descriptions included in a local governance handbook or policy manual, funding application forms, or other consortium governance documents.

Compliance 1.2

- Meeting minutes and agenda with a list of attending partners, including job titles and constituencies they represent participating in consortium planning.

Monitoring Interview

- 2.5 hours via Zoom
- Required attendance:
 - Secondary Perkins Leader
 - Postsecondary Perkins Leader
- Potential “on-call” for interview:
 - Secondary Fiscal Agent
 - Postsecondary Fiscal Agent
- Optional:
 - Secondary/Postsecondary Administrators

Monitoring Interview

Agenda

- Welcome & Introductions
- Purpose of Monitoring
- Where are we in the process?
- **Consortium Presentation (10-15 min)**
- Criteria Discussion
- Closing & Next Steps

Q & A



- Questions later?
 - Contact sue.selland-miller@minnstate.edu