

U.S. Department of Education Priority 1 Training

Evaluation, Recordkeeping and Reporting of Student and Project Performance

Tentative Agenda

Day One:

8:00 am – 9:00 am	Check-in\Registration/Pre-test
9:00 am – 9:30 am	Welcome\Introductions
9:30 am – 10:30 am	Understanding Recordkeeping and Reporting Requirements
10:30 am – 10:45 am	Break (<i>move to breakout rooms</i>)
10:45 am – 11:45 am	Program Specific Recordkeeping Regulations
11:45 am – 1:00 p.m	<i>Lunch Provided</i> - Networking
1:00 pm – 2:45 pm	Audit Compliance\Internal Evaluations\Site Visits
2:45 pm – 3:00 pm	Break (<i>move to breakout rooms</i>)
3:00 pm – 4:30 pm	Program Specific Annual Performance Reports\Prior Experience & CPP's
4:30 pm – 5:30 pm	Program Specific Mentor Breakout Session\Action Plans

Day Two:

8:00 am – 9:00 am	<i>Continental Breakfast Provided</i> – Mentor Breakout Session\Action Plans
9:00 am – 10:15am	Evaluation (<i>Formative & Summative/Goals vs Objectives</i>)
10:15 – 10:30 am	Break (<i>move to breakouts</i>)
10:30 am – 11:45 am	Program Specific Data Collection & Recordkeeping Management
11:45 am – 1:15 pm	<i>Lunch Provided</i> - Networking
1:15 pm – 2:30 pm	Beyond the APR
2:30 pm – 3:00 pm	Closing\Post-Test\Overall Evaluation

Training Goals:

1. Increase trainees knowledge and understanding of TRIO Programs
2. Increase trainees qualifications and skills to serve first generation, low income and underrepresented students in higher education

This TRIO staff training made possible with funding from the U.S. Department of Education