U.S. Department of Education Absolute Priority 1 Training
Evaluation, Recordkeeping and Reporting of Student and Project Performance
2023-2024 Tentative Agenda

Day One:

7:30 am – 8:30 am	Check-in\Registration\Pre-test
8:30 am – 9:00 am	Welcome\Introductions
9:00 am – 10:30 am	General Session: Understanding Recordkeeping and Reporting Requirements
10:30 am – 10:45 am	Break (*move to breakout rooms*)
10:45 am – 12:30 pm	Program Specific Recordkeeping Regulations
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:00 pm	General Session: Audits\Compliance\Internal Evaluations\Site Visits
3:00 pm – 3:15 pm	Break (*move to breakout rooms*)
3:15 pm – 4:30 pm	Action Planning Session
4:30 pm – 5:00 pm	Networking\Q & A Session

Day Two:

8:30 am – 10:00 am	General Session: Application of a Comprehensive Evaluation Plan
10:00 am – 10:15 am	Break (*move to breakouts*)
10:15 am – 12:00 pm	Program Specific Annual Performance Reports
12:00 pm – 1:00 pm	Lunch Break
1:00 pm – 1:30 pm	Roundtable Discussions (Recordkeeping/Documentation Challenges)
1:30 pm – 1:45 pm	General Session: Implementation of the Competitive Preference Priorities
1:45 pm – 2:15 pm	General Session: Beyond the APR
2:15 pm – 3:00 pm	Post-Test\Post-Test Answer Session\Closing\Overall Evaluation

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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