

***DRAFT* AGENDA TEMPLATE**

United States Department of Education On-Site Full Review

[State Agency Name]

[Month Start Date – End Date, Year]

Monday

Entrance Interview

Welcome and Introductions

8:30 – 10:00 a.m.

Purpose and Expectations

U.S. Department of Education

Office of Career Technical and Adult Education
(OCTAE)

(Location)

Overview of State Adult Education Program

State Director

10:00 – 10:15 a.m.

Break

**10:15 a.m. – 12:15
p.m.**

MIS Demo and Questions

OCTAE Team and State AEFLA Staff

(Location)

12:15 – 1:15 p.m.

Lunch

1:15 – 5:00 p.m.

Document Review

(Location)

Tuesday

8:30 – 12:00 noon

Document Review and interviews as needed with
appropriate personnel

(Location)

12:00 – 1:00 p.m.

Lunch

(Location)

1:00 – 5:00 p.m.

Document Review and interviews as needed with appropriate personnel.

(Location)

Wednesday

7:30 a.m. – 4:00 p.m.

Travel to 4 sites: Team will split into 2 teams with each team visiting 2 or 3 sites.

Site Visit: tour, observe classes, interview staff, check records, data

Demonstration, etc. Lunch needs to be built into the schedule.

Thursday

8:00 – 9:15 a.m.

Call back to Headquarters

(Location)

9:30 – 11:30 a.m.

Focus Group meeting – to be decided

(Location)

11:45 a.m. – 1:00 p.m.

Lunch

(Location)

1:15 – 3:00 p.m.

Focus Group meeting – to be decided

(Location)

3:00 – 4:30 p.m.

Follow up with State, as needed

Friday

8:00 – 9:30 a.m.	<u>Team Wrap-Up</u>	(Location)
-------------------------	---------------------	------------

9:30 – 10:30 a.m.	<u>Debriefing with State Director</u>	(Location)
--------------------------	---------------------------------------	------------

10:30 – 11:30 a.m.	<u>Exit interview with State Officials, State Director, and State Staff</u>	(Location)
---------------------------	---	------------

11:30 a.m. – 4:30 p.m.	<u>Travel back to D.C.</u>	
-------------------------------	----------------------------	--
