

First Meeting of the Advisory Board of the National Center for Special Education
Accountability Monitoring (NCSEAM)
Meeting Room at the Chateau LeMoyne

Expected Results of the meeting - Advisory Board members will:

1. be fully informed about the goals, objectives, and workscope of the National Center and their roles as advisory board members in the achievement of results by the Center.
2. have information on the outline of the evaluation design from the Independent Evaluator and provided feed back to him regarding refinements.
3. have information on OSEP's Monitoring Design for 2002-04
4. have refined the subcategories and validated the content of the Focused Monitoring Implementation Measure (FMIM) (formerly SDDIA)
5. have set dates/preliminary agenda for second meeting during which revisions and additions will be made to Recommended Key Indicators of Compliance.

January 15 - Wednesday – Goal/Expected Result 1

9:00 – 10:00am	Introductions – Name/agency/why role on Advisory Board is important (facilitated by Alan)
10:00 – 10:30am	Introductions from Office of Special Education Programs – Role of Center hopes/expectations of Center by OSEP Roles/expectation of Advisory Board (from perspective of OSEP) (conducted by Dr. Ruth Ryder and Dr. Larry Wexler)
10:30- 10:45am	Break
10:45 – Noon	Overview of Center's goals, objectives, workscope for year 1 and introduction of existing staff (presented by Alan)
Noon- 1:00pm	Lunch
1:00 – 2:00pm	Reactions from Board members, Comments on Center Workscope (facilitated by Dr. Jane Everson)
2:00 – 2:20pm	Break

Wednesday – Goal/Expected Result 2

2:20 – 3:45pm	Presentation of Evaluation Design Outline by Dr. Robin McWilliam (this includes principles of evaluation, the central importance of implementation measures in Evaluation design, etc.) Input from Advisory Board members to Dr. McWilliam on the Evaluation Design
3:45 – 4:00 pm	Introduction to Day 2 validation task (Goal 4) Purpose of content validation of Focus Monitoring Implementation Measure (FMIM as a degree of Implementation instrument to assess state-level needs and evaluate Center's work in states, etc.) (by Dr. Jane Everson)

Thursday – Goal/Expected Result 3

8:30 – 9:30 am Presentation by OSEP to update the Advisory Board on Continuous Improvement and Focused Monitoring as implemented by OSEP (by Dr. Ruth Ryder and Dr. Larry Wexler) with reactions from Advisory Board members

Thursday – Goal/Expected Result 4

9:30 – 9:45 am Review the purpose of content validation of Focus Monitoring Implementation Measure (FMIM as a degree of Implementation instrument to assess state-level needs and evaluate Center’s work in states, etc.) (by Dr. Jane Everson)

9:45 – Noon Groups work on Refinement of Sub-Scales/Validation of Focused Monitoring Implementation Measure (facilitated by Dr. Everson)

Noon – 1:00pm Lunch

1:00 – 2:15 pm Discussion of validation activity in large group and connection to National Center evaluation

2:15 – 2:30 pm Break

Thursday Goal/Expected Result 5

2:30 – 4:00pm Date, Time, Agenda for Advisory Board Meeting #2
To be discussed: 1. Structure of Future Board Meetings: Standing agenda items (i.e. Report from Independent Evaluator, etc.)
2. Primary purpose of the second meeting – Recommending Key Indicators for '03-'04
3. Additional agenda items for 2nd meeting: Ex. Crosswalk of Indicators with Clusters-Lite & GEPRA
4. Set a date for Meeting #2: Potential Dates for Board Meeting - June 25 & 26, July 30 & 31 or August 6 & 7.