



Process Name: **HQC/RC Monthly Meetings**

Date Created: **June 2011**

Created By: **HQC**

Review/Revision Date:

Highly Qualified Consultants (HQC) and Resources Consultants (RC) will meet monthly to discuss Learner progress and challenges. The monthly meeting time will be decided upon by the parties. The primary purpose of the meetings is to discuss Learner progress in attainment of the Consensus Group goals. This is a good time to identify concerns that need to be addressed and to celebrate success.

Before the Meeting

The HQC will review the Learner Documentation of Growth (DoG) screen and Documentation of Growth Samples (DoGS).

One week before the scheduled meeting the RC may want to double check that they have completed all Learner documentation, downloaded DoGS, think about Learner successes and challenges, and note any special questions or Learner needs.

General Agenda

Dependent upon Support Status Level and Learner need, the HQC and RC will discuss the course goal progress, challenges, and successes for each Learner. Discussion may include DoGS, Learner hours, standardized test results, funding usage, coursework grades, tutoring results, family meetings, Special Services, etc.

Based upon the discussion and Consensus Group goals, are any changes or additional actions necessary? Is there additional support needed from others within the program or Special Services?

Following the Meeting

If follow up is necessary, it will be documented by the HQC in the DoG screen and emailed to the RC. These actions will be completed by the appropriate party of the Consensus Group.