



State Council of
Higher Education for Virginia

**Improving Teacher Quality State Grants (NCLB) Program
2015-2016 Monitoring Visit**

Project _____

Date _____ Reviewer: _____

Institution _____

Project Contact Person _____

Amount of Award: \$ _____

Balance Remaining \$ _____

Attendees: _____

Category	Monitoring Indicators	Observed	Expectations Met or Not Met
1. Staffing/Partners	<p>Briefly list roles and responsibilities of staff and collaborating partners, etc.</p> <hr/> <p>Documentation:</p>		
2. Participants	<p>List total number of participants. Identify how many are teachers, paraprofessionals, principals, administrators and from public or private schools, etc.). Provide list(s)/evidence of participants.</p> <hr/> <p>Documentation:</p>		
3. Goals	<p>A. Briefly explain the needs and purpose of program. B. List goals, strategies and outcomes. C. Did you meet and/or fail to meet goals. D. Explain evaluation methods used and unit(s) of measurement.</p>		

	Documentation:		
4. Project Content	Briefly describe the core academic subject(s), pedagogical skills, SOLs, classroom instruction, leadership, etc. Explain improvements, measurements and impact on classroom.		
	Documentation:		
5. Timelines	Describe project activities, workshops, follow-up, etc. Did you meet the scheduled dates or were changes necessary? If changes were necessary, explain briefly.		
	Documentation:		
6. Supplies and Materials	Did you purchase office supplies, laboratory materials, books, computer services, etc. as indicated in original proposal? If not, explain briefly.		
	Documentation:		
7. Credit/Contact Hours	How many graduate or undergraduate credit hours or contact hours are offered per participant? Explain process.		
	Documentation:		
8. Teacher Participant	A. What changes have you seen in yourself? B. Your students? C. Your colleagues? D. Your administrators? E. What have been the benefits or advantages of your participating in this professional development opportunity?		
	Documentation:		

9. Principal/Administrator Participant	<p>A. What changes have you seen in yourself? B. Your students? C. Your colleagues? What have been the benefits or advantages of allowing and supporting your teachers to participate in this professional development opportunity?</p> <p>Documentation:</p>		
10. Program Director	<p>Explain how this professional development program increased teacher effectiveness in content and pedagogy.</p> <p>Documentation:</p>		
11. Budget	<p>A. How cost effective was your budget? B. Did you monitor your expenditures and submit paperwork for reimbursements? C. Did you seek budget adjustments from SCHEV? D. Did you communicate with your sponsored program office on adjustments and reimbursement requests? E. Did you have 50% or more of the funds in your account as of July 1 in the following year of the award? Briefly explain.</p> <p>Explain the support received from your collaborating partners.</p> <p>Documentation:</p>		

12. Other:	<p>What financial recordkeeping practices and systems are used, for example accounting ledgers and invoices?</p> <p>How long are your records retained? (For example, years/months)</p> <p>What federal/state regulations, procurement policy and/or guidance are used?</p> <p>How are expenditures such as salary rates, benefits for faculty, graduate assistants, consultants, stipends, travel, etc. determined? Provide examples.</p> <p>Explain your system for ensuring no one partner is receiving 50% or more of the funds? Provide evidence/example of funds transmitted to partners.</p> <p>Documentation:</p>		

Comments/recommendations: