

Monthly KPI Review Meeting Agenda Template

1. Review of Previous Action Items

- Progress on previous improvement actions
- Status updates on identified concerns
- Other follow-up from prior meeting

Discussion Notes	Action Steps / Owner

2. KPI Data Review

- Review current KPI data and trends, identifying areas of progress and concern.
- Discuss student groups or indicators requiring additional support or monitoring.

Discussion Notes	Action Steps / Owner

3. Subgroup & Equity Review

- Review subgroup participation and outcome trends
- Identify emerging gaps or disparities
- Discuss barriers impacting student participation or success

Discussion Notes	Action Steps / Owner

4. Student Support & Intervention Review

- Identify students or groups needing additional support
- Review intervention effectiveness
- Coordinate advising, tutoring, attendance, or transition supports

Discussion Notes	Action Steps / Owner

5. Partnership & Implementation Updates

- Postsecondary partner updates
- Workforce partner updates
- Work-based learning opportunities
- Upcoming reporting or compliance deadlines

Discussion Notes	Action Steps / Owner

6. Priority Actions & Timeline Development

- Identify priority actions
- Assign responsibilities
- Establish timelines and follow-up steps

Priority Actions	Owner	Timeline / Follow Up

Next Meeting Date: