

ANATOMY OF A "TYPICAL" WEEKLY LEP MEETING

5-10 minutes

Check in. Grounding. Identify and problem solve around obstacles that may be preventing student from focusing on academics. Enable focus on academics, if possible.

10 minutes

Check in on the previous week. Refer to the 10-week calendar. Identify successes and disappointments. Review last week's to-do list and what was/was not completed. Discuss academic progress for each class – submitting assignments, how student prepares for exams, resources that would have been helpful.

20 minutes

Check in on the current week. Review the weekly and 10-week calendar. Check Canvas and email for details or assignments that have been posted or need responding to. Map out a to-do list for the week. Break tasks into manageable pieces. Determine times and places to complete work. Schedule tutoring if needed. Anticipate what might get in the way of completing the game plan.

10 minutes

Prepare and plan for the upcoming week. Refer to the 10-week calendar. Determine which assignments coming up will require chunking back and breaking into manageable pieces. Work backwards from deadlines and slot in time to complete assignment. Discuss what resources might be needed next week and schedule. Recap to-do list.