

EMIS Advisory Council Agenda

DATE & LOCATION	October 20, 2022; 1:00 – 3:00 p.m. ODE CR_1st_102
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COUNCIL MEMBERS	Kristine Blind	Cathy Franks	Ben Richards	Sean Taylor
	Christina Collins	Julie Kadri	Courtney Roberts	Sheila Vitale
	Janice Ditto	Robert Kornack	Elena Sanders	Karen Wachter
	Greg Edinger	Tim Miller	Christine Shaw	Erica Weaston
	David Ehle	Marianne Mottley	Cathy Spellman	Catherine Wright
	Diane Fabian	Stan Nicol	David Steward	Amy Younglas

			Approx. Start Time
	Agenda Item	Presenters	
1	Welcome/Introductions/Roll Call	Marianne Mottley	1:00
2	Approval of June 2022 Meeting Minutes	Marianne Mottley	1:15
3	History/Overview of the Council	Marianne Mottley	1:20
4	Council Goals – Round Robin**	All Council Members	1:30
5	Existing and new workgroup brainstorming	Marianne Mottley	1:50
6	Report Builder in the Data Collector	David Ehle	2:30
7	SLDS Grant Update	David Ehle/Marianne Mottley	2:45
8	Adjournment	Marianne Mottley	3:00

Meeting Minutes

Roll Call

- The meeting was called to order by Marianne Mottley at 1:04pm.
- The first order of business was roll call. All members were present except for Kristine Blind, Cathy Franks, Tim Miller, Ben Richards, Elena Sanders, Cathy Spellman, and Karen Wachter.
- The Council welcomed 14 new members for their 1st two-year term.

Approval of June 2022 Minutes

- The next agenda item was to review and approve the meeting minutes from the June 16, 2022, meeting.
- Robert Kornack made a motion to approve the meeting minutes with Sean Taylor providing the second. All present workgroup members voted in favor of the approval. The meeting minutes will be posted on the EMIS Advisory Council webpage.

History/Overview of the Council

- The EMIS Advisory Council is authorized under ORC 3301.0713. It was established in Sept. 2018 to make recommendations to improve EMIS operations and provide a forum for communication and collaboration between the Department and members of the field involved in collecting, reporting and using EMIS data.
- The goal of the Council is to analyze all aspects of the EMIS system and gather both short- and long-term recommendations to present to the State Superintendent.
- Membership - The Council currently consists of 24 members. Members are nominated by various stakeholder groups. Non-Department Council members shall serve a two-year term and serve one additional two-year term, if nominated.
- The Council has convened 13 times over the last four years and [published four annual reports](#). Within the Council are smaller workgroups, established to address both strengths and challenges associated with different components of EMIS. Ten workgroups have been established since the Council first began. Eight of these workgroups have completed and finalized their work while two remain ongoing.
- Over 100 recommendations have been identified and reviewed throughout the last four years.
 - 60 completed
 - 23 in progress
 - 8 ongoing due to prioritization or actions needed from external partners
 - 14 long-term or under future consideration
- Workgroups:
 - Since 2018 through 2021, eight workgroups have completed their work.
 - Career-Technical Education
 - Department Data Processing and Ohio District Data Exchange (ODDEX)
 - District Software and EMIS Data Collector
 - EMIS Manual and Data Requirements
 - EMIS Professional Qualifications and Development
 - Framework for EMIS Professionals
 - Reports and Impact
 - Secure Data Center
 - Two workgroups are ongoing and will continue to meet.
 - EMIS Data Elements
 - Statewide Longitudinal Data Systems (SLDS) Grant
 - New Council members not yet part of a workgroup were encouraged to join one of these existing workgroups by emailing Taylor.Beougher@education.ohio.gov.

Council Goals – Round Robin

- Since this was the start to most of the members 1st two-year terms or last two-year terms, they were asked to consider the following questions for the round robin exercise. Their feedback is documented below.
 - *What do you hope to bring to the Council over the next two years?*
 - Several members noted that they felt they will be able to communicate and bring awareness to things that the field is excelling at and even struggling with at both a district and ITC level.
 - A few members have experience with data teams and getting all district staff involved in EMIS reporting. They look forward to sharing their experiences and ways they think it is possible to get district “buy in” on this best practice.

- *What do you hope the Council will have accomplished in the next two years?*
 - One Council member would like the Council to find ways to streamline data, determine if/how the data is relevant, how is it valuable, and if any data elements are not being used – especially for CTE.
 - Several workgroup members are excited about the work being done in the EMIS Data Elements Workgroup, specifically the charge to better understand what is being done with particular data elements and why it is being collected.
 - Another Council member looks forward to finding ways to utilize EMIS reporting to make research-based decisions at a State Board level - not just report card decisions.
 - One Council member would like to see the Council/workgroups work on a scenarios/situational document to go together with the scenarios in the Focused Trainings.
 - One member would like to see EMIS become easier to navigate for operators reviewing data at a community school level.
 - Several Council members mentioned the pressure on EMIS coordinators and the need to share responsibility/ownership through communication and awareness in a district. They feel the responsibility is too big to carry alone. How can we get the right data team and make sure everyone understands the importance of the data?
 - Members would like to discuss ways to further enhance the Reports Portal. This tool has been valuable in better understanding these data, but is still not filtering down to principals, testing coordinators, and other district-level staff.
 - How can we show progress status of EMIS submissions in the Reports Portal for district administrators (superintendents and principals) so it is easier for them to know where EMIS data is in terms of things being submitted, etc. (i.e. TGRG as district's move through the school year, streamline Special Ed). How is data flowing? Members reiterated that business owner needs to be involved in training.
 - Several members brought up the need for awareness and training around what is a fatal error versus warning in the Data Collector and steps to follow after. This could be similar to the Gen Issues list that gives a good explanation with contact information. We need to build up communication around this.
 - Several members mentioned the need for more presentations about special education, specifically from the business owners and policy staff at the Department
- *What other workgroups are needed?*
 - One area that seems to have been neglected is report explanations. Sometimes they don't exist, or the field can't find them, new ones are added, and others need updated. Some do not show they have been updated in a while, so that is leading to uncertainty about their accuracy.
 - There is a need for SDC training for non-EMIS coordinator staff.
 - There is a need for connectedness and awareness of data entry all the way up to policy level/decision making. A workgroup could be formed to help tie these connections together and produce further documentation and trainings to bridge this gap.

- The Framework Workgroup was a good start, but there is a further need to help districts set up best practices for internal processes and task lists. This could include collection dates, collection explanation, etc. for other district roles.
- Could be beneficial to form a group on developing best practices for data submissions. This comes from the challenge of district's not submitting data frequently. Council members find that district staff don't want to submit data often because they want the data to be perfect first and are worried about having errors.

The Council switched gears from group discussion and Marianne and David led some demonstrations with updates on several working items at the Department.

Report Builder in the Data Collector

- The new Report Builder is based on feedback from the field and an EMIS Advisory Council recommendation.
- It allows a user to filter, enhance, and combine reports and data files in the Data Collector. Once created, they can be saved for reuse. Once saved, can be shared through their ITC. Once ITC shared, can be shared with the state.
- The coding for this tool has been completed. Department staff have been testing it now and hoping to release it within the next week.

SLDS Grant Update

- Work is progressing on the four projects in ODE's Statewide Longitudinal Data System grants. Updates on project 3 and 4 were given to the group.
- Outcome 3:
 - Outcome 3 is about adding new modules to ODDEX related to graduation.
 - Ohio's Long-Term Graduation Options
 - Course Requirements
 - Demonstration of Competency
 - Demonstration of Readiness
 - Since graduation requirements are complex, this will establish a shared format for understanding a student's progress (especially transfers), and also create school- and district-level reports for administrators to allow for planning and monitoring. These modules will include high level formats (including for parents) as well as formats showing all the detailed data that went into showing requirements as met or not.
 - The Progress Towards Graduation (PTG) module will organize information that the Department collects in EMIS to present a comprehensive picture of each student's progress towards meeting graduation requirements.
 - To be released this fall. Data work is complete, and the Department is currently working on report designs.
 - The SLDS workgroup will meet to review work and plan additional reports/enhancements for release in the new year.
 - The Early Warning System (EWS) module will provide information on students at risk of not graduating.
 - Will be released this year.
 - Data work is underway; the meeting with the SLDS workgroup later this fall will discuss presentation of the information.

- Additional project, outside the grant, will build a module that helps districts assign students at risk of not graduating to interventions available in the school.
- Outcome 4:
 - Outcome 4 is about building resources for Regional Data Leads (RDLs). The Department is working to create training programs to credential RDLs as “experts” in seven strands of high impact data so they, in turn, can serve as “boots on the ground” in our communities to provide support to schools and districts in their area.
 - Seven Strands of High Impact Data
 - #1: Equitable Access to Teachers Tool
 - #2: Early Warning System Tool
 - #3: Progress Towards Graduation Tool
 - #4: Student Growth/Value-Added/EVAAS Data Tool
 - #5: Centralized Reporting System Tool/Student Test Data
 - #6: Data to Serve Exceptional Children/Profile Tool
 - #7: Teacher Evaluation Tool/ High Quality Student Data
 - The Department competitively bid this project to hire a vendor to develop a training program for each strand that will allow attendees to earn a credential at the end of the training.
 - Each strand has a workgroup with subject matter experts from the vendor and from the Department of Education. Each workgroup identified what an RDL needs to know and be able to do to support districts effectively with the data. Each training will have an assessment at the end and an RDL must pass the assessment to earn the credential.

Adjournment

- Date and time options to come for the next meeting. Taylor will send out a survey to obtain availability.
- Janice Ditto made a motion to adjourn the meeting with Diane Fabian providing the second. The vote was unanimous in favor of adjournment. The meeting adjourned at 3:04pm.