Ohio | Department of Education

EMIS Advisory Council

DATE	OCTOBER 7, 2020; 10:00AM-12:00PM VIA MICROSOFT TEAMS

COUNCIL MEMBERS			
Kristine Blind	**Tammy Hrosch**	**Marianne Mottley**	**Ryan Shively**
Elizabeth Davis	**Carla Isaac**	**Amber Myers**	**Diane Smith**
Stephanie Dodd	**John Kellogg**	Ben Richards	Jenny Wall
David Ehle	**Robert Kornack**	**Kim Rhoads**	**Tiffany White**
Beth Fletcher	**Renae Lyons**	**Erik Roush**	
Carrie Herringshaw	**Tim Meister**	Penny Rucker	
Kirsten Hill	**Lisa McCullough**	**Elena Sanders**	

*PRESENT MEMBERS ARE BOLDED ABOVE.

	Topic	Presenters	Approx. Start Time
1	Welcome/Roll Call • New members: Kristine Blind, Ben Richards, and Elena Sanders • Final meeting: Carrie Herringshaw and Stephanie Dodd	Marianne Mottley	10:00
2	Review of public meeting protocol and procedure	Marianne Mottley	10:05
3	Approval of June Meeting Minutes	Marianne Mottley	10:10
4	Recommendations from EMIS Professional Qualifications and Development Workgroup	Deidre Wunderlich/ Marianne Mottley	10:15
5	Update from SLDS Grant Workgroup	David Ehle	11:00
6	Update from SDC Workgroup	Marianne Mottley	11:10
7	Update from CTE Workgroup	David Ehle	11:20
8	Additional items as needed	Beth Fletcher	11:30
9	Adjournment	Marianne Mottley	12:00

Meeting Minutes

Welcome/ Roll Call
- The meeting was called to order by Marianne Mottley at 10:00am.
- The Council welcomed three new members: Kristine Blind, Treasurer/CFO from London City School District; Ben Richards, Superintendent from Valley View Local School; and Elena Sanders, Financial Manager with the Department's Office of Budget and School Funding.
- The EMIS Advisory Council bylaws state "*Each non-Department Council member shall serve a two-year term and may serve one additional two-year term, if nominated*." As such, this meeting was Carrie Herringshaw's final meeting as her term was up.
- Additionally, this meeting was Stephanie Dodd's final meeting as her State Board of Education term ends December 31.
- The first order of business was roll call. All members were present, except for Ben Richards, Penny Rucker, and Jenny Wall.

Approval of June Meeting Minutes
- The next agenda item was to review and approve the meeting minutes from the June 29, 2020, meeting.
- One requested edit came in prior to the meeting via email from Kirsten Hill who noticed a typo on page two (3rd bullet point): "Project 3: Using data...detailed ~~detail~~ design..."
- Erik Rousch made a motion to approve the amended meeting minutes, with Stephanie Dodd providing the second. All present workgroup members voted in favor of the approval. These meeting minutes are to be posted on the EMIS Advisory Council webpage.

Recommendations from EMIS Professional Qualifications and Development Workgroup
- Previous Meetings: The EMIS Professional Qualifications and Development Workgroup was created in response to a request to the EMIS Advisory Council that an exploration of state-issued licensure for EMIS coordinators be undertaken. In order to undertake this exploration, the workgroup first needed to understand the position and the current training and professional development opportunities available. They began by creating a list of the responsibilities of EMIS coordinators, a list of the core competencies required of an EMIS coordinator, and an inventory of training opportunities. Two presentations were also given to the workgroup: one by the Office of Educator Licensure at ODE on licensure in Ohio, and one by the Ohio Association of EMIS Professionals' (OAEP) president that outlined that organization's current certificate system. After all of this, the advantages and disadvantages of both credentialing systems were discussed, as well as potential impacts on data quality.
- Five main challenges faced by those reporting EMIS data were identified and discussed:
  - Lack of Support
    - EMIS coordinators do not get the support they need from administrators in many districts. Although this does not necessarily happen at all districts, there was a recurring theme.
    - The perception is that the position/work is not valued.
    - People are hired into the job who do not have the basic skills necessary.
    - People are expected to do other jobs as well.
  - Lack of Understanding
    - There is often a district-wide lack of understanding of EMIS and EMIS data.

- ▪ Assessment coordinators who do not realize those test scores are EMIS data.
- ▪ Curriculum coordinators who do not realize all of the district's courses are EMIS data.
  - o Lack of Collaboration
    - ▪ Following from the lack of understanding, non-EMIS staff do not understand the need to communicate and collaborate with the EMIS coordinators and other district staff to ensure high data quality.
  - o Lack of Training
    - ▪ In many districts, EMIS coordinators are not permitted to attend the trainings and professional development opportunities necessary. Although this does not necessarily happen at all districts, there was a recurring theme.
    - ▪ In most districts, the EMIS coordinators are the only ones getting any training on EMIS.
    - ▪ Existing opportunities could be improved upon and added to in order to create a clearer pathway to competence.
  - o Lack of Resources
    - ▪ Additional reports, documentation, system enhancements, etc. are needed.
- A Foundation in Four Steps: At the last workgroup meeting on September 8, 2020, a potential framework of support for EMIS coordinators was presented, discussed, and voted on.
- Recommendation from the Workgroup
  - o The recommendation package voted on by the workgroup in early September (17 yeas and 7 nays) began with this statement: *While the EMIS Professional Qualifications and Development workgroup is not recommending licensure for EMIS coordinators, the workgroup is recommending the following four items.* Those four items are as follows:
    - ▪ *A **standing subgroup** meant to advise the Council on a regular basis until December 31, 2021, regarding Department initiatives needed to support EMIS coordinators.*
      - This subgroup would meet periodically to monitor the progress of the Department's initiatives.
    - ▪ *Department to develop and publish **best practices** for districts to follow regarding EMIS staff, data, and reporting.*
      - These best practices would include recommendations related to the types and amounts of training needed by different staff members involved with EMIS data or EMIS data reporting. These would also include information about data teams.
    - ▪ *Department to develop and publish a **new EMIS Manual section** that goes beyond EMIS reporting rules to include information about EMIS staff, data, and reporting.*
      - This section would include a description of the EMIS data cycle and the impacts and consequences of EMIS data. It would also include the qualifications, skills, and competencies required of an EMIS coordinator, as well as provide resources, best practices, and training recommendations.
    - ▪ *Department to develop a more formalized, structured **training for new EMIS coordinators**.*
      - This would focus on a structured training pathway for new EMIS coordinators. It would include training on data privacy, ethics, and the basics of EMIS. Parts of this training—e.g., privacy and ethics—would be presented as training that should be repeated periodically by all EMIS related staff.

- Council Discussion of the Recommendation
  - A question was raised on the "deadline" of December 31, 2021, for the standing subgroup, and what happens if things are not completed by the "deadline"?
    - Department staff explained that this "deadline" will help make sure the initiatives are being monitored on a regular basis. Once the "deadline" comes, the Council will reevaluate if the standing subgroup is still needed for continuous work.
  - Clarification around the formalized and structured training was requested, such as whether this will be delivered by ODE, ITC, OASBO, OAEP, or a combination of organizations?
    - Department staff said that while this is still in the planning stages, it will most likely be incorporated into the new EMIS coordinator trainings developed and presented by ODE.
  - Council members Kim Rhoads and Renae Lyons both expressed their appreciation for the workgroup despite some tough discussions that took place throughout their meetings.
- Motion: Carrie Herringshaw made a motion to approve the recommendation package provided by the workgroup to the Council, with Tim Meister providing the second. Eighteen present workgroup members voted in favor of the approval; four voted against the recommendations. These recommendations will be included in the next annual Council report and submitted to the State Superintendent for consideration.

Statewide Longitudinal Data System (SLDS) Grant Workgroup Update
- The SLDS grant workgroup held its first meeting on August 25, 2020. The workgroup had 26 members in attendance, representing guidance counselors, EMIS staff, and school administrators. Most of the meeting was a detailed review of the grant projects.
- During small group work, members gave initial input on the project related to:
  - Challenges they face in understanding where students stand on progress towards graduation.
  - Based on the introduction of the project, what is challenging/exciting at this point?
  - What other ideas do you have on how the project can help students progress towards graduation?
- The next meeting of the workgroup is scheduled for December 10, 2020. This meeting is open to the public.

Secure Data Center (SDC) Workgroup Update
- The SDC workgroup first met in February 2020 to identify ways to improve user experience with the SDC. They identified strengths and challenges or opportunities for improvement with the current system, as well as what was missing from the current system and discussed what is not needed and can be removed as the new system is designed. Workgroup members began building a list of challenges/opportunities for improvement and identified a list of missing reports.
- At their second meeting, held on September 30, 2020, the workgroup watched a demonstration of the platform (Power BI) that will be used to build the new SDC. The members also reviewed the list of recommended changes identified in the first meeting to confirm the wording is correct and that the items are still relevant.
- The workgroup identified the following:
  - 7 strengths that should be kept in the new system
  - 2 challenges with resources or training
  - 1 challenge with the functionality of the current SDC

- o 2 challenges with the timing of the reports
- o 3 challenges to improve the number and type of users of the reports
- o 8 different resources or trainings that are missing
- o 12 things missing around the functionality of the reports
- o 17 reports that are needed but currently do not exist
- o ZERO items in the current system that are unneeded and can be eliminated
- Next steps for the workgroup include sending a complete list of recommendations for changes to the workgroup members for them to prioritize. They will vote on their top (number 1) item to 'fix'. They also will identify their next four priorities from the list. A third meeting will be held in November or early December to review the votes and confirm that the items chosen represent the workgroup's priorities for ODE to address. The final list of all recommendations will be sent to the full council for review and consideration for approval.

Career Technical Education (CTE) Workgroup Update
- The CTE workgroup first met in February 2020 to provide a forum for discussion and recommendations around the use of data within CTE, especially as it relates to EMIS reports. Concerns around COVID-19 delayed the next meeting until September 24, 2020. At the first meeting, the workgroup summarized a set of report guidelines on report content and working with reports.
  - o Report content
    - ▪ Whenever possible, minimize the number of errors on a report that cannot be resolved; use lower severity if possible
    - ▪ Whenever possible, include student names on reports
    - ▪ Be aware of information overload within a single report
    - ▪ Always include fields needed to break a report into smaller pieces, if relevant
  - o Working with reports
    - ▪ Make sure business rules include what is and is not included- should be detailed or linked in the report explanation
    - ▪ When more than one district involved, consider how districts will work together to resolve issues
    - ▪ Provide overview reports that summarize detail data into appropriate categories
    - ▪ Detail reports are important, but it is a challenge to combine reports to get a clear overall picture
- In addition, the workgroup reviewed a list of over 50 existing or potential new reports related to CTE data. Workgroup members gave feedback on which reports would be most valuable and if any changes from existing reports would be helpful. Finally, feedback was gathered on any other CTE-related data issues that were not related to reports. The following reports were identified as needed for several areas within CTE data reporting:
  - o Funding
  - o March reporting
  - o Graduation
  - o Concentrators
  - o Accountability
  - o Industry Credential reimbursement
  - o Assessment reporting/rollup

Additional Items
- Access to the SDC – Standard vs. Student Level Drilling

- o There was overall consensus that student level drilling would be fine and standard wasn't needed.
- Discussion around additional data elements collected to support districts as they reset and restart because of COVID-19
    - o Mode of instructional delivery and types of internet connectivity and access to technology
        - ▪ Would this be district/building level or student level?
        - ▪ Per semester?
            - "There will be many fluctuations in the status of schools and buildings and individual students. This may be hard to manage."
        - ▪ Questions were raised on how this data would be useful/valuable and whether it would be easy for districts to provide. Department staff explained that this data could be used in conjunction with value-added, attendance, and testing data to compare how online students did versus in-person students or hybrid students. Comments from the Council are listed below.
            - "From our standpoint, we do not see value in collecting this. Again, we should be focusing on reducing and eliminating reports that are not mandatory not creating more."
            - "We code students based on different data collection at any point in time due to shifting health conditions. I am also hearing that classrooms are being quarantined at times vs buildings or districts, so if they go virtual, it would not appear that they would be included unless a great deal of work is done."
            - "Is the collection of this data related to some ODE policy consideration or state goal?"
                - o Department staff said that this data would be collected to help ODE better support online and remote learning long-term.
            - "The mode of instruction should be included. It is very important data and will continue to be long after COVID. Report at district level unless there are exceptions. Usually mode of instruction is per semester. Could be helpful for building capacity."
        - ▪ Noted that this would go against prior efforts made by the Council to determine new data elements in advance before the school year has begun.
        - ▪ If these elements were done as a DN attribute at building level, it might be more manageable.
        - ▪ "Types of internet connectivity and access to technology" are not stagnant elements. There is fluctuation weekly.
        - ▪ Suggestion to gather more insight and feedback from district leadership to better understand the value of this data for districts.
- Performance audit
    - o Findings from the audit are going to be released soon and Department staff will send the link to the Council in case they want to review. The deadline to release the findings is October 20.
    - o Department staff pointed out that many of the findings align with the EMIS Advisory Council's recommendations.

Wrap Up/Next Steps:
- The Council was asked to send their availability to Taylor Beougher (Taylor.Beougher@education.ohio.gov) for the following proposed dates/times for the next meeting this winter:
  - Tuesday, January 19, 2021, from 9:00-11:00 a.m.
  - Wednesday, January 27, 2021, from 9:00-11:00 a.m.
  - Monday, February 1, 2021, from 10:00 a.m.-12:00 p.m.
- Stephanie Dodd made a motion to adjourn the meeting with Erik Roush providing the second.
- The vote was unanimous in favor of adjournment. The meeting adjourned at 11:36 a.m.