EMIS Advisory Council

DATE	NOVEMBER 6, 2019; 1:00PM-3:00PM

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

Agenda

	Topic	Presenters	Approx. Start Time
1	Welcome/Roll Call New members – State Board member Stephanie Dodd, ODE staff member Tiffany White, and Dr. Erik Roush from Columbus City Schools	Beth Fletcher	1:00
2	Approval of September Meeting Minutes	Beth Fletcher	1:05
3	SB 89	Brad Ingraham	1:10
4	EMIS Change Process Redesign	Erica Weaston	1:20
5	Establishing new workgroup: Career Tech	David Ehle	1:40
6	Break		2:00
7	Establishing new workgroup: Secure Data Center	Marianne Mottley/ Letitia Linville	2:10
8	EMIS Professional Qualifications and Development Workgroup Update	Deidre Wunderlich	2:30
9	Open Discussion (Questions, suggestions for future agenda items, etc.)	Beth Fletcher	2:45
10	Adjournment	Beth Fletcher	3:00

Proposed Next Advisory Council Meeting Dates:
- Tuesday, January 7, 2020, from 1:00-4:00pm
- Wednesday, January 15, 2020, from 10:00am-1:00pm
- Thursday, January 16, 2020 from, 10:00am-1:00pm

* **Additionally**, please email your preference below for participating in the new workgroups:
- Career Tech
- Secure Data Center
- None at this time

E-mail Taylor.Rabold@education.ohio.gov **by November 15, 2019,** with your availability for the next Council meeting, workgroup preference, and any participants you would like to nominate for either workgroup.

Meeting Minutes:

Welcome/ Roll Call:

- The meeting was called to order by Beth Fletcher at 1:01pm.
- The first order of business was roll call and introductions. New members of the Council include – State Board member Stephanie Dodd, ODE staff member Tiffany White, and Dr. Erik Roush from Columbus City Schools. All members were present except for Carla Isaac, Robert Kornack, Tim Meister, Kim Rhoads, Penny Rucker, and Jenny Wall.

Vote on Approval of September Meeting Minutes:

- The next agenda item was to review and approve the meeting minutes from the September 23 meeting. Vicki Brunn made a motion to approve the meeting minutes with Diane Smith 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.

Senate Bill 89:

- Next, Brad Ingraham from ODE's Office of Policy and Legislative Affairs presented an update on current legislation being considered in the General Assembly.
- Senate Bill 89 passed the Senate last month and was introduced to the House recently but has not officially become law.
  - SB 89 would require a new process be created for data element development and revision.
    - Potentially based on the Federal Register, which federal agencies use to solicit feedback on changes to regulatory policies and procedures, the concept, and legislative amendment, will require the Department to be transparent, allow schools and staff to engage in the decision making process regarding data elements, and provide EMIS users time to understand any new or revised data element.
    - During the new process, all EMIS users would have the opportunity to offer comments on data element changes before they take effect. ODE would review and respond to the comments and incorporate practical and feasible recommendations into the final version of the change.

Vaping Data Collection:

- Recent research was done by a local media outlet which showed increases in vaping and disciplinary incidents in school districts across Ohio.
- Schools are unclear how to tell the Department about these incidents and prevalence because currently there is no clear EMIS discipline category specifically for vaping.
- The Governor and others have suggested that the Department start collecting this data, however, clear definitions for vaping would need to be made first.
- If these changes were to occur, they wouldn't be made until next school year.
- It was explained to the Council that a survey might be sent out to districts to gain some baseline data for policy makers.

- The Council expressed their concerns that vaping needs its own code in EMIS, separate from other codes so that it can be delineated and consistent.
    - Is it the act that they're vaping that we want to know or the substance that they're vaping that we want to know?
- Other Council members want to understand what we are going to do with this data or if it is just data to admire?
- One Council member noted that having these data could help determine whether or not it's worth it for districts to spend money on vaping detectors.
- Lastly, it was noted that if this data collection is added to the EMIS Manual, the guidance, explanations, and instructions for reporting needs to be really clear for building secretaries who are submitting this data.

EMIS Change Process Redesign:

- Background
    - The Department has recently been reviewing and redesigning the EMIS change process.
    - The goal is to improve organization, planning, communication and transparency.
    - There is a new internal process for requesting, reviewing, and assigning work associated with changes, as well as a new published webpage.
    - The Department welcomes feedback from all parties to improve the process and better serve the needs of all stakeholders.
- The scope of the new EMIS change process includes:
    - New or updated data elements, reporting options, or instructions in EMIS Manual.
    - New or updated EMIS reports, EMIS manifest, gen issue check, or validation or funding checks.
- The process includes a data manager representing the program office or EMIS submitting a change request. The internal EMIS Change Committee then meets bi-weekly to review requests, determine prioritization, and assign the changes to a regularly scheduled release.
- Releases are scheduled for every other Thursday.
    - Changes will be "live" on release day, but the field may not actually "see" the change for some time.
    - Documentation changes will be seen immediately.
- The new EMIS change webpage includes completed, upcoming, and future changes, as well as the reason for the change. This webpage is updated on a regular basis.
- The monthly change calls have been an opportunity for ITC staff and other stakeholders to ask questions and provide feedback about upcoming changes. These will still continue to occur, however, the Department is asking for thoughts and feedback on what the format and frequency of these calls should be.
- The monthly vendor calls will continue to be an opportunity for vendors to review changes and ask questions.
- We will continue to present changes at conferences such as OEDSA and OAEP, as well as bimonthly EMIS ITC trainings.
- Is it useful for the Department to share all information about changes before the beginning of the school year? Or would it be better to wait until more relevant?

- SB 89 would impact this process and timeline for EMIS changes.
- This new process does create a shift for ODE staff to think about changes and updates well over a year in advance, in some cases.
    - Need to be able to make associated policy decisions and provide business rules earlier.
    - When is "too early" to make changes for upcoming school year? When is "too late?"
    - Does the "type" of change matter?
    - Although it puts ODE out of their comfort zone in planning ahead, having this change will really benefit the field.
- The goal to have changes known before a school year begins, with the exception of changes related to any new legislation, to help districts plan for reporting data.

Establishing new workgroups:

- **Career-Technical Education workgroup**
    - Much has changed around CTE data and processing over the last several years.
    - Many changes are in the pipeline, which include Level 2 accountability reports and Perkins V rule changes.
    - This new workgroup comes at a perfect time to review where we have been and give feedback to perfect for the future. The Department wants input on the implementation of reports and other items related to new policy.
    - Current status:
        - FTE Reports
            - Do we have the right reports?
            - How can we make the data and reports easier to use?
        - Accountability reports/files
            - Mostly through files will be moving to Level 2
            - How can we best meet the needs of CTPDs?
    - Coming soon: Perkins V
        - State plan public comment coming soon
        - Once the state plan exists, how does it translate into new reports?
        - Is there new data required?
    - Comprehensive Local Needs Assessment
        - New data analysis task for local entities
        - How can EMIS data and reports be leveraged?
    - New definitions – Concentrator
        - How is data used to support new definitions?
        - What reports are needed?
        - How will the new definition be transitioned in March (D) reporting?
    - Report Card changes
        - Perkins V is not the same as the report card
        - Post Perkins V, will there be changes in the CTE report card, and how will data processing change to match?
    - Membership of new workgroup will consist of representation from JVSDs, Compact, Comprehensive, non-lead LEAs, and both EMIS and policy staff

- **Secure Data Center**
  - o The creation of the Secure Data Center (SDC) workgroup came from the Reports and Impact workgroup.
  - o There is a need for a deeper discussion into the SDC.
  - o The workgroup felt that the SDC, powered by MicroStrategy, is not user friendly.
  - o The Department is beginning discussions on replacing the current SDC with a new business intelligence platform.
  - o Workgroup members will help guide the work by doing a deep dive into the current SDC to identify what works well and where the challenges are.
  - o Prior discussion on reports:
    - Strengths: CSV/Excel format, reports are more timely than previous years, reports are easily accessible, located in one spot
    - Weaknesses: Reports are not user friendly, more targeted reports for specific users, CTE needs CTPD level reports, summary reports in PDF would be helpful, have SDC system where data is loaded year-round.
  - o Guiding questions to be discussed by workgroup:
    - What elements of the current SDC should be kept?
    - What reports are most useful?
    - What is missing?
    - Who is the audience for the reports?
    - What is the purpose of the SDC?

EMIS Professional Qualifications and Development Workgroup Update

- The next item on the agenda was to provide the Council with an update from the latest workgroup. Thus far, the workgroup has covered the qualifications and competencies of an EMIS coordinator, professional development and training opportunities, how the state licensure process works and the timeline, and the current OAEP certification and process.
  - o Both advantages and disadvantages of the current OAEP certification process and a state administered license were discussed.
  - o The workgroup also talked about the impact that licensure would have on data quality.
- Next, the workgroup will review and discuss recommendations based on group feedback in previous meetings. They will prioritize and finalize a list of recommendations to bring to the Council.
  - o Next meeting for this workgroup is scheduled for Wednesday, December 4, 2019, from 9:00am-12:00pm.
- Feedback from Council on the workgroup:
  - o Parameters of the job need to be clearly defined and formal training required.
  - o Are there enough professionals across the state to be trained to get the certification?
  - o What would the cost to a mandatory or suggested licensure be, and can every district afford this?
  - o District administration need to understand importance of EMIS reporting and a team approach should be implemented.

Open Discussion:

- The Council has been extremely valuable, and it has been helpful to take the information, resources, feedback, and suggestions back to their districts.
- The districts feel like they are being heard as a result of the Council.
- Changes and recommendations made thus far have been extremely helpful and people appreciate that they have been implemented.
- Good to hear feedback and opinions from people across the state and in different roles.
- Suggestion: Workgroup and Council meetings should be held on the same day, if possible.

Wrap Up/Next Steps:

- Council members are to provide their availability for the next meeting to Taylor Rabold by November 15. The following dates/times are three options for the next meeting:
    - Tuesday, January 7, 2020, from 1:00-4:00pm
    - Wednesday, January 15, 2020, from 10:00am-1:00pm
    - Thursday, January 16, 2020, from 10:00am-1:00pm
- Additionally, Council members were asked to send their new workgroup preference to Taylor Rabold, as well as any participants they would like to nominate for either workgroup.
- 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 2:48pm.