EMIS Advisory Council Agenda

DATE	May 18, 2021; 10:00AM-12:00PM via Microsoft Teams

COUNCIL MEMBERS	Kristine Blind	**John Kellogg** X	**Amber Myers** X	**Sean Taylor** X
	Elizabeth Davis X	**Robert Kornack** X	**Kim Rhoads** X	Jenny Wall
	David Ehle X	**Renae Lyons** X	Ben Richards	**Tiffany White** X
	Beth Fletcher X	**Lisa McCullough** X	Erik Roush	
	Kirsten Hill	**Tim Meister** X	**Penny Rucker** X	
	Tammy Hrosch X	**Tim Miller** – late X	**Elena Sanders** X	
	Carla Isaac – late X	**Marianne Mottley** X	**Diane Smith** X	

Bold names indicate who was present and "X" indicates who votes "yes" on the approval of the 2021 annual report.

	Agenda Item	Presenters	Approx. Start Time
1	Welcome/Roll Call	Marianne Mottley	10:00
2	Approval of February 2021 Meeting Minutes	Marianne Mottley	10:05
3	Career Tech Workgroup Recommendations	David Ehle	10:10
4	Annual Report	Marianne Mottley	10:30
5	Update from Framework for EMIS Professionals Workgroup	Deidre Wunderlich	11:00
6	New Workgroup Brainstorm	Marianne Mottley	11:10
7	Update on Report Cards	Marianne Mottley	11:30
8	Adjournment	Marianne Mottley	12:00

Meeting Minutes

Welcome/ Roll Call
- The meeting was called to order by Marianne Mottley at 10:02am.
- The first order of business was roll call. All members were present except for Kristine Blind, Kirsten Hill, Ben Richards, Erik Roush, and Jenny Wall.

Approval of February 2021 Minutes
- The next agenda item was to review and approve the meeting minutes from the February 1, 2021, meeting.
- John Kellogg made a motion to approve the meeting minutes with Penny Rucker 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.

Career Tech Workgroup Recommendations
- This workgroup met for the final time on January 26.

- In general, the workgroup has focused on reports for CTE. The workgroup completed their final review of report guidelines and a report roadmap. Each workgroup member was given an opportunity to suggest additional topics that the workgroup should address, and the consensus was that the work is done for the currently convened workgroup. Their approved recommendations are as follows:
- Report Guidelines **-** Many reports need to be developed by ODE related to CTE. The following report development guidelines would be helpful for these new CTE reports as well as for ODE EMIS reports in general.
  - 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; consider multiple versions of a report on the same general topic, one with basic details and one with problem-solving details.
    - Always include fields needed to break a report into smaller pieces, if relevant.
    - Whenever possible, make it clear what has changed from one report to the next.
  - 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.
    - As previously recommended by the EMIS Advisory Council, being able to customize reports would be helpful.
    - Make sure known issues with reports are known to all users.
- Report Roadmap **-** Data has a large impact on the work in Career Technical Education. To ensure that accurate and complete data is used in funding and evaluating CTE, key players must have access to the reports that they need. The following reports would be helpful in the work of CTE staff and should be developed by the Ohio Department of Education. As reports are developed, creating useful training materials should be a priority to make sure all CTE programs are able to take advantage of the reports and understand the impact of the data in each report.
  - o Funding Reports
    - FTE Detail Reports
    - Error Detail Reports (Student/Course/Staff)
    - FTE Summary by Course
    - FTE Summary by Category
    - Approved overrides
    - FTE Daily Summary Reports
  - o March Reports
    - Students included in March for an LEA
    - Students missing from the March submission for the LEA
    - Placement summary reports
    - Work Based Learning report

- CTPD summative March reports
  - Graduation Reports
    - Students in the grad cohort
    - Graduation status report
    - Graduation summary report (for CTPD)
    - Dual Credit information
    - Access in ODDEX to Progress Towards Graduation reports for CTPD Lead Districts
    - CTE-related graduation seal reporting; other specific CTE-related graduation requirement reports
  - Concentrator Reports
    - POC Details report- current school year derived and reported
    - POC all years- the POC we will use, including from prior years
    - POC missing (current CTAC-102 file)- ODE derived a POC, but none reported
    - POC unexpected (current CTAC-103 file)- reported but ODE did not derive
    - POC summary- Counts by POC and error status, current year, also CTPD
    - POC all years summary- counts of POC by year, still enrolled
    - Completed course history for derived concentrators
    - Enrolled in a course but did not meet completion criteria
  - Accountability Reports
    - Current year concentrator Tech Assessment summary
    - CTE "Prep for Success" equivalent- detail and summary reports
    - A report for each report card measure- detail and summary
  - Assessment Reports
    - Tech Assessment summary all results (CTAC-001) (add reported and derived POC flags)
    - Tech Assessment summary- used for accountability
    - Level 1 missing report for Tech Assessments (GY)
    - Summative Industry Credential report- points by career field
  - Other Reports
    - Industry Credential reimbursement- more than 1 LEA claiming reimbursement
    - 12/8 report of programs within the CTPD
    - LEA and CTPD level enrollment, including counts by course/program
    - Approved programs (CTE-26s)
- Council member Kim Rhoads Atwell made a motion to approve these recommendations with Lisa McCullough providing the second. All present workgroup members voted in favor of the approval. These recommendations will be included in the 2021 annual report.

2021 Annual Report
- This is the third annual report issued by the EMIS Advisory Council.
- To date, a total of 105 recommendations have been issued by the Council. For this year's annual report, the Department organized each of these recommendations within the following categories:
  - Completed

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- o In Progress: This status indicates the Department is working on the recommendation and plans to complete it in the near future. For the purpose of this status update, the term "near future" means the recommendation will be completed within in the next two EMIS reporting years.
- o Ongoing: This status indicates the recommendation is open, but the Department is not actively working on it. This could be due to prioritization, action from external partners is needed, or it is dependent upon a legislative change.
- o Long Term/Under Future Consideration: This status indicates the recommendation is under discussion but will not be completed in the next two years. In some cases, the recommendation is dependent on other work being completed first. In other cases, the EMIS Advisory Council indicated the item was a lower priority and asked Department staff to address higher priority items first.

- Out of the 105 recommendations, 39 have been completed, 41 are in progress, 7 are ongoing, and 18 are in the long-term or under future consideration category.
- To break it down further, during the 2018-19 school year, four workgroups met to review the four domains of EMIS: Manual and Data Requirements, District Software and EMIS Data Collector, Department Data Processing and Ohio District Data Exchange (ODDEX), and Reports and Impact. The original four workgroups issued 82 recommendations.
  - o The Council issued one overarching recommendation; 39 have been completed, 26 are in progress, 6 ongoing, and 12 long-term/under future consideration.
- Two additional workgroups completed their work in early 2021.
  - o The Secure Data Center workgroup identified 18 challenges or opportunities for improvement.
    - ▪ Although none of these recommendations have been completed today, the "new" SDC will be released in early June and at that time some items will be done. 11 are in progress, 1 is ongoing, and 6 are under long-term/under future consideration.
  - o The EMIS Professional Qualifications and Development workgroup identified four in-progress recommendations included in the annual report.
- Council member Amber Myers made a motion to approve the 2021 annual report with Tim Meister providing the second. All present workgroup members voted in favor of the approval. These recommendations will be sent on to the State Superintendent for consideration.

Update from Framework for EMIS Professionals Workgroup
- This workgroup was created in response to the recommendations of the EMIS Professional Qualifications and Development workgroup.
- This Framework includes four recommendations:
  - o Council to create a standing subgroup.
  - o Department to develop and publish best practices.
  - o Department to develop and publish new Manual section.
  - o Department to develop more formalized training.
- This workgroup met for the first time on May 12 and reviewed background information about the Council and previous workgroup, as well as identified the current workgroup's goals and expectations.
- The workgroup reviewed several one-page documents which included information regarding data teams, data cycle, essential skills of an EMIS coordinator, and inventories of professional development and training opportunities. Once finalized, these

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documents would be posted on the EMIS webpage and eventually integrated into a new EMIS Manual section.

- The workgroup also discussed the development of a reports catalog that would be available to help district staff when completing their EMIS reporting and data appeals. This catalog might include information such as the title of the report, where to find the report, in which collection(s) the report is available, the data used in the report, the purpose of the report, the target audience, the impact of the report, how to use the report, etc. Workgroup members were also asked if this catalog existed, how would they use it, sort it, and share it?
- Council and workgroup members Elizabeth Davis and Kim Rhoads Atwell both spoke on their experience as a member of this workgroup.
  - "This group was very positive and workgroup members had a lot of input. It was a collaborative effort!"
- This workgroup will meet again on September 21 from 10:00am-12:00pm.

New Workgroup Brainstorm
- Council members were asked if there are certain topics or areas of EMIS that might be of interest to form a new workgroup. Their ideas are documented below:
  - While there is a continuous overarching recommendation for the Department to review data elements to determine why each item is collected (state/federal law, administrative rule, state board policy or policy established by agency staff) and where it must be reported/used, one Council member felt that it might be helpful to create a new workgroup to get feedback from the field in this review process. EMIS coordinators and ITC staff could help determine if items can/should be eliminated.
  - Another workgroup member suggested an advisory group to get user input and feedback for the report writer in the data collector.

Update on Report Cards
- Ohio's ESSA Waiver
  - Approved by the U.S. Department of Education.
  - No letter grades will be issued but calculations/data will be displayed.
  - No new schools will be identified for Comprehensive (Priority) or Targeted (Focus) support.
  - Several NEW data elements MUST be reported publicly.
  - Annual targets were not waived.
  - The report cards will use the 2021 targets for all calculations (e.g., the chronic absence target is 10.4% to meet that indicator).
  - For calculations where credit is given for "improvement" (e.g., Gap Closing or the chronic absence indicator), the calculation will compare the 2019 data to the 2021 data.
- New ESSA Data
  - Details on how/where this will be reported are pending. Additional Information will follow once decisions are made.
    - Chronic absence data must be reported by subgroup (i.e., percent of students within each federal subgroup who are deemed chronically absent).
    - Data on student hardware must be reported on the report card.
    - Data on student connectivity must be reported on the report card.

- One Council member commented that they appreciated the communication on why we need this COVID hardware and connectivity data after much back and forth with this group.
- New Request by State Board of Education
  - Request by several State Board of Education members to report data on the education delivery model (e.g., five-day in-person, hybrid, full remote). Details on how/where this will be reported are pending.
    - One Council member and also State Board member commented that this is something the Board is requesting to better understand the silver linings that we can learn from the last school year.

Next Steps/Adjournment
- Next meeting will likely be this fall – potentially October. Date and time options to come.
- Tim Meister made a motion to adjourn the meeting with Amber Myers providing the second. The vote was unanimous in favor of adjournment. The meeting adjourned at 11:12am.