EMIS ADVISORY COUNCIL

Career Tech Workgroup Agenda

Location	Virtual meeting via Microsoft Teams

Date	Tuesday, January 26, 2021; 10:00am - 12:00pm

Facilitators	**David Ehle****	**Robert Kornack****	

	Bachtel, Brian	**Freeborn, Sam**	**McCullough, Lisa****
	Beardmore, Jeremy	**Fritz, Vicki**	**Peters, Laura**
	Belt, Teri	Gibson, Jamie	Pogacsnik, Amy
Attendees	**Bevins, Tami**	**Glatz, Cathy**	**Reedy, Jennifer**
	Blubaugh, Shelly	**Hamilton, Kip**	**Ricker, Marie**
	Bohman, Kathy	Hill, Kirsten**	Roush, Erik**
	Bondok, Samar	**Jensen, Liz**	**Sanford, Julie**
	Click, Brooke	**Lemmer, Laurel**	Thoren, Timothy

**** Indicates the workgroup member is also on the EMIS Advisory Council.**

Agenda Items	Approx. Start Time
Welcome/Roll Call • New members: Brian Bachtel, Six District Compact and Liz Jensen, Kettering City Schools	10:00
Approval of September Meeting Minutes	10:05
Review: Final recommended report guidelines	10:10
Review: Final recommended CTE report priority list	10:30
Round Robin: Final thoughts	11:30
Next steps/Adjournment	12:00

Meeting Minutes

Welcome/Roll Call
- The meeting was called to order by David Ehle at 10:02am.
- The first order of business was roll call. All members were present except Jamie Gibson, Kirsten Hill, Amy Pogacsnik, Erik Roush, and Timothy Thoren.
- Meeting attendees were reminded of the "raise your hand" and "chat" features of Microsoft Teams, as well as general public meeting protocols and procedures. This meeting was not recorded as the Department wanted to mimic the in-person meetings. Meeting attendees were

reminded that there would be no public participation. Non-workgroup members were asked to simply observe and stay muted during the meeting.

Approval of September meeting minutes
- The next agenda item was to review and approve the meeting minutes from September 24, 2020 meeting. Laurel Lemmer made a motion to approve the meeting minutes with Marie Ricker providing the second. All present workgroup members voted in favor of the approval. As there were no edits or objections, the meeting minutes are to be posted on the EMIS Advisory Council webpage.

Review: Final recommended report guidelines
- The next agenda item was to review and discuss the report guidelines. Many reports need to be developed by the Department related to CTE. The workgroup members highlighted how the following report development guidelines would be helpful for these new CTE reports as well as for ODE EMIS reports in general.
- **Report Content**
  - Whenever possible, minimize the number of errors on a report that can not 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
- **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
- Cathy Glatz made a motion to approve the report guidelines recommendations with Laurel Lemmer providing the second. All present workgroup members voted in favor of the approval. As there were no objections, the recommendations will be shared with the full EMIS Advisory Council in an upcoming meeting in the spring.

Review: Final recommended CTE report priority list
- 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 workgroup discussed how the following reports would be helpful in the work of CTE staff and agreed they should be developed by the Department. As reports are developed, the workgroup members emphasized that creating useful training

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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. The following roadmap will guide CTE report development work over the next 12+ months.

- **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

- **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

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- o 12/8 report of programs within the CTPD
- o LEA and CTPD level enrollment, including counts by course/program
- o Approved programs (CTE-26s)
- Marie Ricker made a motion to approve the report roadmap recommendations with Laura Peters providing the second. All present workgroup members voted in favor of the approval. As there were no objections, the recommendations will be shared with the full EMIS Advisory Council in an upcoming meeting in the spring.

Next Steps/Adjournment
- Much of this workgroup has been focused on reports, but there may be other data challenges within CTE to discuss. The workgroup was asked if there were any additional topics they wanted to cover at this time, however, members felt that they completed the mission of the workgroup. Each workgroup member participated in a round robin discussion to offer final thoughts and feedback. Many of the same sentiments were given by multiple workgroup members which echoed the excitement and appreciation for the work of this group.
- Next steps for this workgroup include providing the approved recommendations to the full EMIS Advisory Council in an upcoming meeting in the spring. If approved by the Council, then these recommendations will be forwarded onto the State Superintendent for consideration.
- While this is the final meeting for this workgroup, Department staff will be soliciting priority rankings for these recommendations via email which will help with the Department's internal planning. However, these priority rankings will not be part of the recommendation to the full EMIS Advisory Council.
- The meeting adjourned at 11:37am with Laurel Lemmer providing the motion.

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