EMIS ADVISORY COUNCIL

Career Tech Workgroup Agenda

Location	Virtual meeting via Microsoft Teams

Date	Thursday, September 24, 2020; 10:00am - 12:00pm

Facilitators	David Ehle**	Robert Kornack**	

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

** Indicates the workgroup member is also on the EMIS Advisory Council. Bold names indicate who was present.

Agenda Items	Approx. Start Time
Welcome/Introduction to Microsoft Teams/Roll Call	10:00
Review of public meeting protocols and procedures	10:05
Approval of February meeting minutes/Review small group work	10:10
Presentation: Possible New CTE Reports	10:30
Small Group Work: report guidelines, possible new report feedback, and other CTE related data challenges	11:00
Next steps/Adjournment	12:00

Meeting Minutes

Welcome/Introduction to Microsoft Teams/Roll Call
- The meeting was called to order by David Ehle at 10:05am.
- The first order of business was roll call. All members were present except for Kathy Bohman, Vicki Fritz, Jamie Gibson, and Timothy Thoren. Erik Roush joined late at 11:00am as he had a conflict during the first hour of the meeting.
- 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 February meeting minutes
- The next agenda item was to review and approve the meeting minutes from the February 26 meeting. No objections were made to approving the meeting minutes, so these meeting minutes are to be posted on the EMIS Advisory Council webpage.

Review of February Work
- At the prior meeting in February 2020, the workgroup reviewed existing reports and provided feedback. Through the report review, themes emerged about reports in general. Combined with what we learned in other settings, the following report guidelines are being suggested to assist ODE as we develop new CTE (and other) reports.

Report Guidelines
- The list below about report guidelines was presented and discussed at a high-level within the large group, and also discussed in small groups based on their role with data (EMIS coordinator, ITC, or administration). When thinking about each item on the list, participants were asked to think about the following: "*Would you change anything? Are there items that are missing from each list? Which items are most important to you?"* Remarks and feedback from the large group and the breakout sessions are documented below.

- For report content:
    - Whenever possible, we would like to 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
    - Always include fields needed to break a report into smaller pieces, if relevant
    - *Feedback EMIS Coordinator Breakout Session:*
        - Add column for student grad cohort on reports like CTAC001
        - The same files are distributed week after week and it's hard to differentiate what has changed from one file to another. It would be nice to quickly look at new file and see what changed.
    - *Feedback from ITC Breakout Session:* Participants felt that there is a fine line between information overload and providing enough data that it provides what is needed. Adding other elements may be helpful in some of the larger reports.
    - *Feedback from Administration Breakout Session:*
        - Positive remarks from the report guidelines included student name on reports, errors off reports, and having reports with smaller numbers of elements – easier to read with fewer things in the report.
        - It would be nice to be able to create custom reports based on desired data fields.

- When it comes to 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 is 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
    - *Feedback EMIS Coordinator Breakout Session:*

- When an issue is identified and Helpdesk ticket is entered, the response back from the Department is usually to ignore those lines. If there are known issues, is there a way to make that known to everyone who has to work with those reports?
- Clarify and be more conservative on error severity in reports.
- *Feedback from ITC Breakout Session:* It would help districts if they understood the business rules.
- *Feedback from Administration Breakout Session:* No comments or questions

Possible New CTE Reports
- Reports are needed for several areas within CTE data reporting, which include funding, March reporting, Graduation, Concentrators, Accountability, Industry Credential reimbursement, and Assessment reporting/rollup.
- In addition, there are several audiences, which include EMIS coordinator, CTE director/administrators, and Lead District/JVSD.
- The workgroup reviewed an initial list of CTE reports developed by ODE staff, and will likely take over a year to fully develop, so the workgroup will need to provide feedback and prioritize. The list below was presented and discussed at a high-level within the large group, and also discussed in small groups based on their role with data (EMIS coordinator, ITC, or administration). When thinking about each item on the list, participants were asked to think about the following: **"***Are there reports that are missing? Seeing the brief description of the report, do you have a comment about the report? For each section, please share which report would be most helpful to you."* Remarks and feedback from the large group and the breakout sessions are documented below.

- 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
    - *Feedback from Entire Workgroup:* Is it possible to combine reports from funding and concentrator? Would need to know which aspect of each report would be helpful to combine.
    - *Feedback EMIS Coordinator Breakout Session:* Detailed reports are amazing and helpful!
    - *Feedback from ITC Breakout Session:*
        - CTE FTE Detail is most helpful.
        - Reports are satisfactory, but would be helpful for districts to better understand them. Perhaps more training is needed and revised report explanations for a user who does not do it all of the time and has difficulty understanding.
    - *Feedback from Administration Breakout Session:* Old report by home school reporting CTE courses and number of enrolled students was used often. It would be helpful to have course/subject code/head count.

- 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
    - *Feedback from Entire Workgroup:* No comments or questions
    - *Feedback EMIS Coordinator Breakout Session:* It would be helpful to have a work based learning report since that can start accruing in 9th grade. A report is needed that shows what

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they have already coming in. Don't always get that information from home school in a timely fashion.
- *Feedback from ITC Breakout Session:* Glad to hear that Work Based Learing will be included as they felt it may be off the radar for districts.
- *Feedback from Administration Breakout Session:* No comments or questions

- Graduation Reports
  - Students in the grad cohort
  - Graduation status report
  - Graduation summary report (for CTPD)
  - *Feedback from Entire Workgroup:* No comments or questions
  - *Feedback EMIS Coordinator Breakout Session:*
    - Can't determine dual credit enrollment earned because it comes from home district. Determines CCP credits. Comes from G collection. SSID level report.
    - CTAC credits through home district's core summary record.
  - *Feedback from ITC Breakout Session:* All of these are at the file level now, but moving them to a Level 2 would be helpful. It helps districts utilizie the reports and makes districts more ready to view them.
  - *Feedback from Administration Breakout Session:* It would be helpful if it was possible to get this data for the district(s) itself and not just the CTPD. Department staff explained that any report that is produced for CTPD's would be produced similarly for districts/JVSDs.

- 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
  - *Feedback from Entire Workgroup:* Participants liked that the course will be added in future reports. Can admission history and/or number of hours for the particular course be added because some districts may offer one course over a semester but some may offer it over the whole FY? Providing the funding, enrollment data will be helpful for districts to look at their students concentrator status.
  - *Feedback EMIS Coordinator Breakout Session:*
    - CTAC improvements could be made to drill out another report for program of concentration that each district actually reported. Also need known issues section.
    - It would be helpful to add expected graduation year to better be able to filter.
    - Subject codes can cross pathways and drops program of concentration that they're approved to run. How can we make sure this doesn't happen so they don't have to file an appeal?
      - Department staff said they are actually working to resolve and lessen the impact the number of students we are seeing that for.
  - *Feedback from ITC Breakout Session:*
    - CTAC-001 is so big, but adding the POC would be very helpful to work on the CTAC-001.
    - The counts are helpful but it is difficult to know what technical assessment is counting.

- - Having a detailed report on the CTAC-001 to detail which technical assessment is counting would be helpful. It is difficult to identify which technical assessments are being counted.
    - There was a lot of confusion on the CTAC-102 and CTAC-103.
    - There was confusion on concentrators and how they are now being derived and reported.
  - *Feedback from Administration Breakout Session:* No comments or questions

- 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
  - *Feedback from Entire Workgroup:* No comments or questions
  - *Feedback EMIS Coordinator Breakout Session:* CTE Prep for Success would be fabulous!
  - *Feedback from ITC Breakout Session:* No comments or questions
  - *Feedback from Administration Breakout Session:* No comments or questions

- 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
  - *Feedback from Entire Workgroup:* It will be helpful to put in the description when the GW is being used in lieu of GY. Department staff explained that giving specific examples would be helpful. If an EMIS Helpdesk ticket can be provided that would be great for us to research.
  - *Feedback EMIS Coordinator Breakout Session:* It would be helpful to include only career fields they have instead of all the options.
  - *Feedback from ITC Breakout Session:* No comments or questions
  - *Feedback from Administration Breakout Session:* No comments or questions

- Other Reports
  - Industry Credential reimbursement- more than 1 LEA claiming reimbursement
  - 12/8 report of programs within the CTPD
  - LEA and CTPD level enrollment
  - Approved programs? (CTE-26s)
  - *Feedback from Entire Workgroup:* No comments or questions
  - *Feedback EMIS Coordinator Breakout Session:* Will LEA and CTPD level enrollment have enrollment numbers from partner schools? Can this be put by pathway so we can know which fields they're in too?
  - *Feedback from ITC Breakout Session:* Thought the CTE-26 report would be helpful especially since districts don't always know what they are approved for. Would like to see the district/location and approved POC on CTE-26 report.
  - *Feedback from Administration Breakout Session:*
    - It would be very useful to pull up these reports for partner school districts/whole group/satellite courses.
    - Also having the location/building IRN on the reports would be very helpful.

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- Final discussion question: Other than reports, what data challenges do you face within CTE? This is more of a brainstorming discussion- there is no need to come to consensus on what the issues are. Issues/ideas generated on this question will help inform topics we discuss at our next meeting.
    - *Feedback EMIS Coordinator Breakout Session:* Big districts getting information from home school is a big challenge, especially for graduation pathways.
    - *Feedback from ITC Breakout Session:* It is difficult for people who do not do CTE all of the time to understand CTE data and the consequences of all of the data.
    - *Feedback from Administration Breakout Session:*
        - Summary of data from reports would be helpful.
        - Working with partner districts around data issues has improved over the years. Maybe not as timely as they'd like, but overall improvements has been noticed.

Next steps/Adjournment
- Workgroup facilitators and ODE staff will review recommendations and feedback based on today's discussion. Eventually this workgroup will need to prioritize the list of recommendations and add details for the EMIS Advisory Council.
- The next workgroup meeting will be scheduled for sometime in early 2021.
- The large meeting adjourned, before breaking into small groups, at 11:12am with Laura Peters providing the motion.