EMIS ADVISORY COUNCIL

Secure Data Center Workgroup Agenda

Location	Virtual meeting via Microsoft Teams

Date	Friday, November 13, 2020; 10:30am-12:00pm

Facilitators	Marianne Mottley**	Letitia Linville	

Attendees	**Crystal Aker**	**Patience Moody-Rush**	**Jen Sanders**	**Catherine Wright**
	Stephanie Dodd**	**Amber Myers****	Ryan Shively	
	Annie Epperson	Ruth Niese	**Diane Smith****	
	Carla Isaac**	**Janis Orlando**	**Connie Solano**	
	Renae Lyons**	Emily Rogers	Missi Valenti	
	Lisa McCullough**	**Marcy Roll**	**Jennifer Wall****	
	Helen Mills	**Stephanie Rouse**	**Karen Wilson**	

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

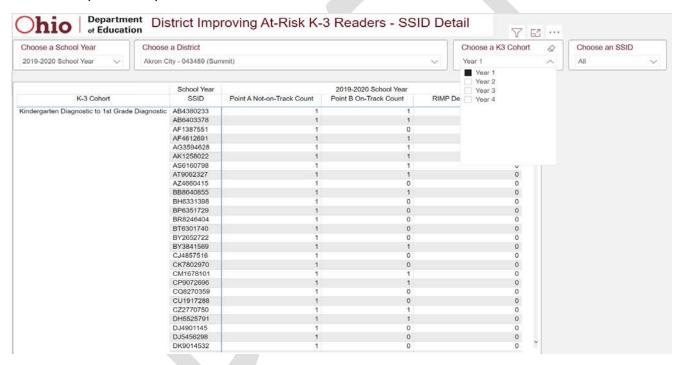| Agenda Items	Facilitator	Approx. Start Time
Welcome/Introduction to Microsoft Teams/Roll Call	Marianne Mottley	10:30
Approval of September meeting minutes	Marianne Mottley	10:40
Demo Using Mockup for K3 Literacy	Letitia Linville	10:45
Review of Entire List of Recommendations and Review the Votes for the Top 5 Priorities	Marianne Mottley/Letitia Linville	11:05
Discussion on Top 5 Priorities and Discussion on Final Report to EMIS Advisory Council	Marianne Mottley/Letitia Linville	11:10
Vote on Recommendations/Report	Marianne Mottley/Letitia Linville	11:55
Next Steps/Adjournment	Marianne Mottley	12:00

Meeting Minutes

Welcome/Roll Call

- The meeting was called to order by Marianne Mottley at 10:35am.
- The first order of business was roll call. All members were present except for Carla Isaac, Renae Lyons, Ruth Niese, Emily Rogers, Ryan Shively, and Missi Valenti.

Approval of September meeting minutes

- The next agenda item was to review and approve the meeting minutes from the September 30 meeting. Janis Orlando made a motion to approve the meeting minutes with Patience Rush providing the second. All present workgroup members voted in favor of approval. These meeting minutes are to be posted on the EMIS Advisory Council webpage.

Demo Using Mockup for K3 Literacy

- SSID Report Example

Review of Previous Discussions
- 45 Challenges or Opportunities for Improvement Identified in seven buckets
  - Challenges with Resources/Training, Functionality, Timing of Reports, and Users of the System
  - Missing Resources/Trainings, Functionality, and Reports
- Challenge to Resources/Training = The resource exists, but is confusing or not intuitive in the current tool vs. Missing Resources/Training = A resource or a training that does not exist
- Challenge with Functionality = The functionality exists, but is confusing or doesn't work "well" vs. Missing Functionality = The functionality does not exist

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Discussion on Top 5 Priorities and Discussion on Final Report to EMIS Advisory Council
- Prioritization
  - Workgroup members were asked to vote on #1 Top Priority for ODE staff to address
    - 3 points given for each person's top priority
    - Members also were asked to vote on four next highest priorities for staff to address
    - 1 point given for items 2 through 5 on each person's list
    - No items are "unimportant"; all will be taken to our development team
- A full list of the 45 challenges or opportunities for improvement that were identified are at the end of the meeting minutes as an appendix.
- Top 5 Priorities:

Priority Number	Bucket	Challenge	Points	Discussion
1	Missing Reports	JVSD and CTPD reports	14 points – 4 workgroup members ranked this items as their #1 priority and 6 members voted this in their Top 5.	- Do we need to prioritize what reports should be done first for JVSD and CTPD reports? ODE staff said that the CTE workgroup within the EMIS Advisory Council will be prioritizing these reports and where they belong (EMIS and/or SDC). - Already some reports/resources existing in the past on ODE"s website, like the CTE Ag Report, that might help programmers design from a layout perspective.
2	Timing of Reports	The timing of the reports is challenging. It would be nice to see reports earlier in the year (e.g. in the first or second reporting windows) when there is plenty of time to check and double check data.	13 Points – 3 workgroup members ranked this item as their #1 priority and 7 members voted this in their Top 5.	- Make note/timestamp on the report of when that data was loaded. - Would be helpful to see visualizations in real time.
3 (Tie)	Missing Resources and Trainings	More formal training for all users on how to use the SDC and the reports.	11 Points – 2 workgroup members ranked this item as their #1 priority and 7 members voted this in their Top 5.	- Would this be training through ODE and/or EMIS Alliance? - Expand training to others like HR directors, principals, guidance counselors, test coordinators - not just EMIS coordinators - Videos that users can go back to after a training. - Communication and messaging about training to establish why the

data is important and the
cause/effect for various users.

	Bucket	Challenge	Points	
4 (Tie)	Missing Functionality	Ability to switch between schools without going back to the beginning of the report.	11 Points – 1 workgroup member ranked this item as his or her #1 priority and 9 members voted this in their Top 5.	- This goes hand in hand with some of the other priorities that weren't in the top 5.
5	Missing Resources and Trainings	A reports list to describe what is in each report to make it easy to see if a report exists that contains the data needed.	10 Points – 2 workgroup members ranked this item as their #1 priority and 6 members voted this in their Top 5.	- Show EMIS data element and description for the element. - Customize based on user.

- Other Priorities Receiving Votes:

Bucket	Challenge	Points
Missing Functionality	Shifting to having student names.	9
Missing Functionality	A time stamp to show when the report was last updated (which EMIS submission is included).	9
Challenge with Resources or Training	The platform is not intuitive. Users don't know the aggregate reports are drillable unless trained.	6
Missing Functionality	Ability to see all/multiple subgroups at once.	6
Challenge with Functionality	Hard to unfilter or aggregate once a report has been disaggregated into subgroups.	5
Timing of Reports	The timing of this tool versus ODDEX is an issue. Users wish the SDC was populated earlier to be able to use it in tandem with ODDEX.	5
Missing Resources or Training	Add links to the EMIS manual to help personnel understand which data elements are used in the calculations.	5
Missing Functionality	Archived Local Report Card (pretty) reports from prior years.	5
Missing Functionality	A way to make all files into PDF style pretty reports.	4
Missing Functionality	Ability to quickly filter aggregated data into one or more disaggregations and then quickly unfilter it back to the original numbers.	3
Missing Reports	Reports to show Ed. Choice, Peterson and Autism Scholarship students.	3
Missing Reports	A report showing why someone is not in a calculation.	2
Missing Reports	Webxam and credential reports.	2
Various	Ten Items received a single vote each (6, 9, 13, 22, 23, 35, 36, 38, 42, 44)	1
Various	17 Items received no votes (2, 7, 8, 12, 14, 16, 25, 26, 27, 29, 30, 32, 34, 39, 41, 43, 45)	0

Vote on Recommendations
- Marianne asked for a motion to recommend the package to the full advisory council. Janis Orlando made a motion to move the recommendation package and Patience Moody Rush provided the second.
- A vote was taken and the vote was 18-0 in favor of sending the recommendations to the council.

Next Steps/Adjournment

- The EMIS Advisory Council will meet in February 2021. The SDC Workgroup recommendations will be presented to the Council at that meeting.
- Workgroup members who are on the full council may address the Council to explain the report/priorities.
- ODE staff will use the list to prioritize the work as the new SDC is built. No items will be removed/dropped as they all are important.
- Marcy Roll made a motion to adjourn the meeting with Stephanie Dodd providing the second.
- The meeting adjourned at 11:47am.

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Full List of Identified Challenges/Opportunities for Improvement/Missing Items

Item #	Challenge/Opportunity for Improvement/Something Missing
	Challenges with Resources or Trainings
1	The platform is not intuitive. Users don't know the aggregate reports are drillable unless trained
2	Some of the disaggregation names are confusing/need better descriptors on the drilling features
	Challenges with Functionality
3	Hard to unfilter or aggregate once a report has been disaggregated into subgroups
	Challenges with Timing of Reports
4	The timing of this tool versus ODDEX is an issue. Users wish the SDC was populated earlier to be able to use it in tandem with ODDEX
5	The timing of the reports is challenging. It would be nice to see reports earlier in the year (e.g. in the first or second reporting windows) when there is plenty of time to check and double check data
	Challenges with Users of the System
6	In many districts, not enough key personnel have access. Districts need to be encouraged to grant access to anyone who uses data for improvement and instructional programming decisions
7	Sponsors are rated based on data, but don't have access. Can a sponsor designate someone in OEDS to have access
8	Management Companies are required to "manage" data, but are at the mercy of their client, the superintendent, to grant them access to the data
	What's Missing – Resources and Trainings
9	A better user guide (e.g. what does "current year" mean, which year is it?)
10	Add links to the EMIS manual to help personnel understand which data elements are used in the calculations
11	A reports list to describe what is in each report would make it easy to see if a report exists that contains the data needed
12	Resources explaining why someone is or is not included a calculation (e.g. link to report card technical documents)
13	Better description of what the disaggregations mean and which EMIS codes are included (e.g. which codes place a student in "state EL" versus the "federal EL" status)
14	A resource explaining the types of non-EMIS personnel who should use the SDC and customized training for them
15	More formal training for all users on how to use the SDC and the reports
16	Training on who should have "standard" access versus who needs "student" access
	What's Missing – Functionality
17	Ability to switch between schools without going back to the beginning of the report
18	Shifting to having student names
19	Ability to see all/multiple subgroups at once
20	A time stamp to show when the report was last updated (which EMIS submission is included)
21	Archived Local Report Card (pretty) reports from prior years
22	Ability to establish a 'favorites' list of reports that are pulled often where the user can save the drill settings
23	A dashboard view to make it easy for users to look at certain reports based on roles
24	A way to make all files into PDF style pretty reports
25	Different views based on a role entered in OEDS (i.e. a gifted coordinator sees a 'gifted view' and an attendance officer sees an 'attendance' view)

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26	The audience for the system needs to be kept in mind (who is using it and how are they using it) and then build reports for that audience
27	Add the letters (SDC) to the OH-ID icon box that says "Secure Data Center" to ensure users know it's one and the same tool
28	Ability to quickly filter aggregated data into one or more disaggregations and then quickly unfilter it back to the original numbers
What's Missing – New Reports	
29	More reports that align to the data on the "details" page (especially new staff reports)
30	Data to show achievement disaggregated by longevity in the district
31	Reports to show Ed. Choice, Peterson and Autism Scholarship students
32	A "pretty" report that follows a student as he transfers across schools/districts to help schools see a student's progress toward graduation
33	A report showing why someone is not in a calculation
34	Reports on homelessness
35	Tested reports in addition to accountable reports to use for diagnostics and school improvement decisions
36	Reports using the Civil Rights Data
37	JVSD and CTPD reports
38	Concentrator reports
39	Satellite reports for CTPDs like hours of attendance
40	Webxam and credential reports
41	Expanded disaggregations for deeper dives into the data
42	Reports on students who have data, but are not accountable to help make sure the WKC data are correct
43	Title I reports
44	Reports showing data disaggregated by teacher/program
45	College credit plus data disaggregated by student to see easily which students are taking advanced educational programming

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