EMIS Advisory Council Agenda

Date	December 5, 2023 from 1:00pm-3:00pm

Council Members	Kristine Blind	**David Ehle**	**Stan Nicol**	Sean Taylor
	Ashley Castle	Diane Fabian	**Courtney Roberts**	**Sheila Vitale**
	Christina Collins	**Vickie Hoffman**	Elena Sanders	**Sabrina Voll**
	Janice Ditto	Katie Hofmann	**Christine Shaw**	**Erica Weaston**
	Greg Edinger	**Julie Kadri**	**Cathy Spellman**	**Catherine Wright**
	Cathy Edwards	**Robert Kornack**	**David Stewart**	

Agenda Items	Facilitator(s)	Start Time
Roll Call/New Members/Agenda Review	Erica Weaston	1:00
Approval of June 2023 Meeting Minutes	Erica Weaston	1:05
Special Education Workgroup Update	Erica Weaston	1:10
SLDS Grant Workgroup Update	David Ehle	1:25
Data Quality Improvements Discussion	Erica Weaston	1:45
Round Robin/New and Emerging Issues	Erica Weaston	2:30
New Future Workgroup Ideas	Erica Weaston	2:45
Next Steps/Adjournment	Erica Weaston	2:55

Meeting Minutes

New Members/Roll Call
- The meeting was called to order by Erica Weaston at 1:01pm.
- The Council welcomed new members, Cathy Edwards, Vickie Hoffman, and Sabrina Voll.
- The first order of business was roll call. All members were present except for those not listed in bold above.

Approval of June 2023 Minutes
- The next agenda item was to review and approve the meeting minutes from the June 20, 2023, meeting.
- Janice Ditto made a motion to approve the meeting minutes with Catherine Wright providing the second. All present workgroup members voted in favor of the approval. The meeting minutes will be posted on the EMIS Advisory Council webpage.

Special Education Workgroup Update
- Review of EMIS Manual GE Record edits
  - Action item: Update draft EMIS Manual with feedback and send to workgroup for review
- Transfers/NIEP discussion
  - Action item: Department will create documentation to provide guidance for requested scenarios and send to workgroup for feedback
- Transitions discussion
- Other special situations discussion

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- o Action item: Department will create documentation to provide guidance for requested scenarios and send to workgroup for feedback
- Training
  - o Action items: Department will plan a Special Education EMIS Focused training for this spring (will be recorded/posted); continue to work toward other requested types of trainings

SLDS Grant Workgroup Update
- Calculation of credits earned towards graduation lessons reinforced
  - o When data is used for a new purpose, misunderstandings surface
  - o EMIS does not say what must be
  - o Questions about a small part create questions/worries about the whole
- Early Warning System data calculations
  - o Attendance- will have within-year trend data (rolling term/window)
  - o Also Behavior, Coursework, Enrollment, Demographic, and Assessment data sets
  - o Many indicators- state, local threshold for state calculation, local indicators
  - o Can all be downloaded for local use

Data Quality Improvements
The Council discussed the following questions:

COMMUNICATION: IMPORTANCE OF DEADLINES & TIMELINES
- Communication to EMIS Coordinators and ITCS:
- How can we better communicate EMIS reporting/appeal deadlines to EMIS Coordinators?
- Communication to School Administrators (non-EMIS):
- How can we better communicate the importance of EMIS/appeal timelines and deadlines, and to whom?
- Is there a better mode of communication to get the message across?
- What is the message that school administrators (non EMIS) need to hear to understand the urgency of data reporting and using the SDC to make sure the Report Card data is correct (before the deadlines)?
- Who else needs to get involved in communication for this message to be received?

ENGAGEMENT OF SCHOOL ADMINISTRATORS (NON-EMIS)
- School administrators are essential to EMIS reporting as EMIS has become more complex over the years. Many times, they aren't as engaged as they should be as data owners and/or content experts. Data reporting issues are overlooked until it's too late.
- Who needs to be involved in the data collection, reporting, and quality assurance process at the district?
- How can we better engage the people in these roles earlier on?
- How can we better share the message that this is a team effort? The importance of data teams, for example.
- What resources can we provide for them?

General Issue checks
- Are EMIS coordinators aware of the gen issue checks? Do they use them on a regular basis?
- If not, how do we get more people to leverage them?
- How can we make gen issues more useful and/or user friendly?
- What are the gaps in the current checks?
- Are there aspects or check results that EMIS coordinators are not sure what to do with or how to resolve?

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- If so, suggestions for improvements?

Increase usage of Secure data center (SDC)
- Who should use the SDC in a district?
- Do administrators know what the SDC is and how to get to it? If not, why?
- Why is important for them to be looking at the SDC?
- What types of things are they reviewing?
- In what ways could the Department make the SDC more user friendly?
- How can the Department better communicate that folks of various roles need to review reports in the SDC and the appropriate timeline to do so (i.e., before EMIS reporting and appeal deadlines)?
- Is additional training is needed for administrators? If so, what type of training?
- How can we get more administrators involved in reviewing the SDC? If they aren't using the SDC now, why is that?
- Are there resources that would be helpful to keep districts on schedule for checking the SDC?

EMIS TRAINING
- Are we reaching all EMIS coordinators and ITC staff with existing EMIS training?
- If not, who are we missing and how can we better serve?
- Are there gaps in the current EMIS trainings?
- Would (non-EMIS) school administrators benefit from participating in EMIS training?
- If so, which roles and which trainings?
- How do we reach those audiences?

Round Robin – New and emerging issues
- Would like EMIS changes through the 90-day process by early July
- OEDS directory – what roles should have which titles in OEDS (or job description)
- Would like a calendar of surveys and audits from ODE
- Would like training for community schools

Adjournment
- The next meeting will likely be in the spring. Date and time options to come.
- Sheila Vitale made a motion to adjourn the meeting with Catherine Wright providing the second. The vote was unanimous in favor of adjournment. The meeting adjourned at 2:59pm.