

EMIS ADVISORY COUNCIL

EMIS Data Elements Workgroup

Location	ODE Conference Room B-004			
Date	Tuesday, November 29, 2022; 1:00 p.m.–3:00 p.m.			
Facilitators	Marianne Mottley**	Erica Weaston**		
	Chad Richardson	Deidre Wunderlich		
Attendees	Tami Bevins	Annie Epperson	Helen Mills	Gail Sams
	Toni Brady	Samantha Howard	Susan Payne	Diane Smith
	Korinne Conder	Cindy Howard	Kim Atwell	Karen Wilson
	Elizabeth Davis	Kylea Kimmerly	Stephanie Rouse	Catherine Wright**

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

Agenda Items	Facilitator	Approx. Start Time
Welcome/Roll Call	Marianne Mottley	1:00
Approval of March 2022 Meeting Minutes	Marianne Mottley	1:05
Brief Refresher from Nov. 2021 and March 2022 Meetings	Marianne Mottley	1:10
Workgroup Recommendations	Workgroup Facilitators	1:25
Adjournment	Marianne Mottley	3:00

Meeting Minutes

Welcome Roll Call

- The meeting was called to order by Marianne Mottley at 1:01 p.m.
- The first order of business was roll call. All members were present except for Toni Brady, Samantha Howard, Cindy Howard, Gail Sams, Erica Weaston, and Karen Wilson.

Approval of March 2022 Meeting Minutes

- Tami Bevins moved to approve the minutes from the March 21, 2022, meeting. Diane Smith provided the second. The minutes were approved without objection.

Review of November 2021 and March 2022 Meetings

- This current workgroup was created to address the Council's overarching recommendation that we “periodically review the data elements to identify items that can be deleted if they are not used or required.”

- In order to best review these data elements, the current workgroup convened to discuss what is not needed, problematic to report, needs to be added, or could be derived by the Department.
- In November 2021, the workgroup originally identified 32 items:
 - 9 items identified for deletion
 - 3 items identified for the Department to derive
 - 9 items identified to simplify
 - 3 items identified to add
 - 3 items identified with vendor software systems
 - 5 items identified as 'other'
- In March 2022, Department staff met with program offices to determine why each identified element is collected.
 - Is it required by law?
 - Did our State Board of Education add it through an administrative rule?
 - Is it used to inform a program?
 - Is it used to develop policies?
- Several FY23 changes were entered:
 - Updates to Student Acceleration Record (23-91)
 - Updates to Retained Status Element (23-67)
 - Updates to Retained Status Element Name (23-4)
- The workgroup also reviewed the EMIS Manual by element list of each chapter. Six new items were added to the list for review.

Workgroup Recommendations

- Department staff created a workgroup [recommendation document](#) to review and approve at the meeting. Recommendations were put into the following categories:
 - 21 completed recommendations, 7 in progress, 9 ongoing, and 2 under long term/future consideration.
- Workgroup members reviewed each recommendation line by line and gave feedback on each item. Most of the items had no feedback. Items with feedback are documented below.
 - Item #2: *"Why do both the ESC and the resident district have to report this data? This seems redundant to have both report."* Department staff will review this question and send out an email to the workgroup once they have an answer.
 - Item #3: *"This has been very helpful!"*
 - Item #4: *"Is there a way to do optional – similar to how we do Phys Ed? Consider this in terms of "FIN" and "CORE Economics & Financial Literacy."*
 - Item #6: *"Is there a way to temporarily house seals earned in ODDEX?"* The Department let the workgroup know that this will be in the Progress Towards Graduation module and they will have the ability to download this information as well.
 - Item #8: *"Many good comments back from the field on this one."*
 - Item #13: *"Since ODJFS and ODH can create SSIDs, this causes extra work, especially when there is missing information."* The workgroup suggested that there be a cross agency meeting with these agencies regarding SSID creation errors/duplicates/etc to lessen this issue.
 - Item #18: Note that there will be an ODDEX module available for the 2023-2024 school year that will help with this work.

- Item #22: EMIS Change 24-29 was recently entered to get this removed for FY24. The workgroup said they appreciate the newsflashes that are sent out in regards to EMIS Changes.
- Item #38: *“Streamlining to one date has been very helpful.”*
- One workgroup member stressed that some of the ongoing and long term recommendations could put additional stress on districts. It might seem like a good idea on paper, but depending on the size and type of district, it could do more harm than good.
- Department staff told the group that at the very least, these items would be vetted through the EMIS Advisory Council and would go out for public comment like all EMIS changes do.
- Korinne Conder moved to approve the recommendation document. Annie Epperson provided the second. The minutes were approved without objection. The draft document will be posted on the workgroup webpage and taken to the EMIS Advisory Council for inclusion in the 2023 Annual Report.

Adjournment

- Kylea Kimmerly made a motion to adjourn the meeting with Helen Mills providing the second.
- The meeting adjourned at 2:49 p.m.