CTEIS User Group Meeting (Teams) Wednesday, November 16, 2022 9:00 – 10:00 am Notes from Microsoft Teams Meeting

- Attendance of CTEIS Representatives for each CEPD (obtained from Chat) see last page.
- 2. PTD Technology Update
 - PTD is working on several initiatives: updating CTEIS reports; responding to requests for data and improvements; improving CTEIS performance; comparison of data for Perkins IV and Perkins V; unduplicating and cleaning data; and calculating Core Performance Indicators (CPI)
 - <u>4033 Expenditures</u> the 2021-22 4033 Expenditure Reports are being submitted. (Note: All Section 61b Expenditure Reporting will be done via the 4033 Expenditure Report--Section 61b expenditures will no longer be collected on a separate spreadsheet.)
 - Follow-Up is going well.
- 3. Questions and Discussion
 - Steven indicated that <u>teachers</u> were conducting Follow-up interviews with students, but using the student's pin number to access the <u>Student Self-Reporting Follow-up Survey</u>, and electronically record the results directly into CTEIS. (So it appears as if the <u>students</u> completed the survey themselves!) Jill clarified that the Student Self-Reporting Follow-up Survey is for <u>student use only</u>! Jill will check into this issue to see if a form could be developed to allow teachers to enter the data electronically and upload the results into CTEIS.
 - DyAnn asked if the option to sort by course-section code (CSC) could be added to <u>class lists</u> and <u>dual enrollment lists</u>. Doug will check into providing this ability.
 - Kim asked if the Student Advancement Report is supposed to update immediately. Doug indicated that updating a student's advancement is a complicated process. These updates are run as a batch overnight, so this report will not update immediately.
 - Holly indicated that <u>Manage Enrollment</u> reflects the following message: "inline edits are temporarily disabled", and wondered when it will be resolved. Doug indicated that PTD Technology is currently working on it.
 - Holly indicated that the "inline edit" would not allow her to add an individual student to an existing class. Doug will check into this.
 - Michelle asked if the **date and time completed** could be added to the Follow-Up Report for those students who completed the Self-Survey. Doug will add these items.
 - Norma asked if the Mass Editing Courses feature could be revised to allow the primary instructor and/or paraprofessional staff to be added or changed. Doug will look into this.

Doug indicated that there are two new fields that will be collected in CTEIS beginning in 2022-23 – "<u>Completion Status</u>" and "<u>MSIX Clock Hours</u>". (Important Note: this new "Completion Status" field is referring to the completion status of a <u>course</u>-<u>section</u> – not a program!) The definitions of these two fields can be found on pages 351-353 of the <u>Michigan Student Data System (MSDS) Collection</u> <u>Details</u> document. Below is a link to the document.

https://www.michigan.gov/cepi/-/media/Project/Websites/cepi/MSDS/2022-23-MSDS-Collections-Details-Manual.pdf?rev=9df36adeb7704880b208f5c7c00ef7b4&hash=9B532063FA9589F07F 7EA6581CA24C4A

Questions about these field definitions should be directed to the Center for Educational Performance Information (CEPI) Customer Support at cepi@michigan.gov or 517-335-0505 x3.

- There was much discussion concerning the collection of the "Completion Status" and how to report it:
 - How will the "Completion Status" be obtained for CTE students enrolled in Career Center programs, since the local districts determine the students' pass/fail status, based on their definitions?
 - What if the Career Center is on trimesters, but local districts are on semesters? How do we report a "completion status" for each trimester?
 - If the Career Center data does not match with the local district data, will it be an error?

Jill will contact CEPI to get additional clarification.

- Doug indicated that these two new fields can be imported much like grades.
- Kelly asked if there was an Excel template for credentials much like Work-Based Learning (WBL). Doug will look into creating one.
- Steven asked if others had suggestions to increase success in obtaining Follow-up Survey data.
 - Use of texting
 - Google Chat after normal work hours
 - Tips and Tricks document given to interviewers
 - Google Voice for texting (vs. using a phone)
- Steven had some questions about earned credentials and when they are counted. Below is the link to an OCTE Memo that provides answers to the following questions:

<u>https://www.michigan.gov/mde/-</u> /media/Project/Websites/mde/CTE/cte_memo/2022-037---2022-2023-CTE-Dataand-Reporting-Virtual-Workshop-Recording-and-Q-and-A.pdf?rev=d3099c39bfce4bd683e45ae7af48bada

Will any credential for Career Pathway Grants (CPG) Round 2 and 3 programs be added to the Approved Credentials List this year?

ANSWER: Credentials become available for reporting as soon as they are approved, though programs are not required to implement a credential until the scheduled year. Credentials will be added to the list of approved credentials for reporting in CTEIS no later than January.

Will the credentials earned during a student's junior year count when the student finally graduates (the following year)?

ANSWER: Yes. All approved credentials earned by a student between enrollment in the CTE program and August 31st of the year the student graduates from high school, will be counted for 5S1—Recognized Postsecondary Credential numerator. See timeframe for reporting credentials. Districts are strongly encouraged to enter credentials at the time they are earned by students.

 Shannon asked if WBL and credentials should be added to 2nd semester enrollments. Since WBL and credential uploads "overwrite" (not append) the existing data, it was recommended by others on the call, that districts upload this data near the end of 2nd semester.

As Always... We encourage the CTEIS User Group, as representatives for their CEPD, to share information gleaned from these conference calls with other CTEIS Users in your respective CEPDs. Forwarding the Notes and information received from the conference calls is a good way to keep everyone informed, and may help to reduce problems, concerns, and errors.

Please see the PTD Technology website below for Minutes of past conference calls and additional information. <u>http://support.cteis.com/Resources/User-Groups</u>

CTEIS User Group Attendance

* <u>Note</u> : If you participated in the November 16, 2022 Microsoft Teams meeting, and your CEPD is not	
checked, please email Joan Church to be added to the attendance list.	

CEPD	Last Name	First Name	Representative	9-21-2022	11-16-2022	1-18-2023	3-08-2023	5-10-2023						
01	O'Leary	Dawn	\square		\square									
02	Smith	Shannon	\square		\square									
03	Wilmot	Erin	\square											
04	Hauswirth	Abbey	\square											
05	Miron	Jennie	\square	\square										
06	Darling	Emily	\square											
07	Sanderson	Hannah	\square	\square	\square									
08	Jaroneski	Debbie	\square	\square										
09	Kania	Angie	\square	\square										
10	Tennant	Colleen	\square	\square										
11	Smolarz	Lyndsay	\square											
12	Young	Jay	\square		\square									
13	Zirkle (Hammond)	Stacy	\square	\square	\square									
14	Teske	Jocelyn	\square	\square	\square									
15	Smith	Amy Jo	\square											
16	Behmlander	Patti	\square		\square									
17	Myers	Heidi	\square											
18	Deans	Kim	\square	\square	\square									
19	Nunn	Jodie	\square		\square									
20	Graves	Kelly	\square											
21	Ferrier	Ashley	\square											
22	Gerlach	Sharon	\square		\square									
23	Mieske	Terrie	\square											
24	Higgins	Terri	\square											
25	Gordon	Shelli	\square		$ \square $									
26	Navarro	Tracy	\square	\square	$ \square $					ΙL				
27	Genaw	Tammy	\square	$ \square $										
28	Ball	Kristen	\square											
29	Villarreal	Norma	\square	\square										
30	Lloyd	Cari	\square	\square	\square]	

			Representative	9-21-2022	11-16-2022	1-18-2023	3-08-2023	5-10-2023				
CEPD	Last Name	First Name	Rep	6-6	11	1-1	ب س	Ч. Ч.				
31	Courter	Jackie	\square	\square	\square							
32	Anderson	Holly	\square		\square							
33	Rehkopf	Jacquie	\square	\square	\square							
34	Galvan	Debbie	\square	\square	\square							
35	Schomisch	Michael	\square	\square	\square							
36	Bowers	Katrina	\square	\square	\square							
37	Woods	Delinda	\square									
38	Blair	Kimberly	\square	\square								
39	Billes	Steven	\square	\square	\square							
40	Williams	Shannon	\square		\square							
41	Bailey	Michelle	\square									
42	Evers	Jason	\square	\square	\square							
43	Jones	Charlie	\square	\square	\square							
44	Keck	Jeannine	\square	\square								
45	Brugger	Sheila	\square		\square							
46	Frank	Brenda	\square	\square								
47	Steinberger	DyAnn	\square	\square	\square							
48	Orvis	Dawn	\square	\square								
49	Kern	Trish	\square	\square	\square							
50	Sallee	Samantha	\square	\square	\square							
51	Fenning	Jennifer	\square	\square	\square							
52	Hazelman	Margo	\square	\square	\square							
53	Hills	Michele	\square	\square	\square							
PTD	Wiesner	Doug	\square	\square	\square							
OCTE	Church	Joan	\square	\square	\square							
OCTE	Milton	Valerie	\square	\square								
OCTE	Kroll	Jill	\square		\square							
OCTE	Ye	Yincheng	\square									