

CTEIS User Group Meeting (Teams)  
Wednesday, September 16, 2020  
9:00 – 10:00 am  
**Notes from Conference Call (Microsoft Teams)**

1. Attendance of CTEIS Representatives for each CEPD (signed into Chat) – see last page.
2. PTD Technology Update
  - **CTEIS Migration** – PTD is in the process of migrating CTEIS to a different server (at DTMB's request) which has caused a few issues:
    - Data Imports were not working – releasing the imports for courses and students today
    - Will be releasing other CTEIS modules soon
    - Reports Server was not working – it's fixed now
    - CTEIS Public Reports is not working – being fixed now
  - **Credentials** - The credentials portion of CTEIS is ready, but the import function is not available. The Manage Credentials module will be taken offline until November 30th, 2020. This is necessary to allow OCTE staff to review and update the Credential Supplemental List.
  - **Work-Based Learning (WBL)** – PTD Technology is working on a Manual and videos to explain the reporting process.
  - **CTEIS Update**
    - Mass Course Renew function is being updated; expected to be done next week.
    - Expenditures Module will be released in the next few days.
    - Training for Fall Data Collection has begun – next training is September 24<sup>th</sup>.
    - Fall Course Data Collection (new) – Used to identify all programs, courses, and teachers that will be running this year. PTD Technology is developing a Manual and videos to explain the reporting process. **Note:** only 1 course per teacher per PSN is required on this report. (If districts choose to enter all their courses – that's okay too.) See attached notice sent to CEPD Administrators from Dr. Brian Pyles, concerning this report.
3. Questions and Discussion
  - Steven Billes: Will the Fall Course Data Collection report require Fiscal Agency and CEPD Administrator approval? Yes, it is due to the CEPD Administrator October 23<sup>rd</sup>, and due to OCTE October 30<sup>th</sup>.
  - Steven Billes: How can we report new programs that have not yet been approved and have no PSN (on the Fall Course Data Collection)? If the program has no PSN at the time the report is due, you will not be able to include it – and that's fine.
  - Michelle Hills: (Fall Course Data Collection) What happens if a 2<sup>nd</sup> semester course is entered (or not entered) on this report – but then does not (or does) operate? Nothing – this report is used to collect estimated CTE course and teacher information for the entire year. OCTE understands that this information is subject to change.

- Brenda Frank: Are trimester courses expected to be included in the Fall Course Data Collection? Yes, to the best of your ability.
- Ashley Ferrier: Will we be able to change the course delivery type reported on the Fall Course Data Collection, as some courses are changing their delivery method throughout the year? It will not be necessary to revise the Fall Course Data Collection Report. OCTE understands that the information submitted in October is subject to change. However, the course delivery type can be updated in CTEIS before submitting the Final Enrollment report.
- Jason Evers: Is the Fall Course Data report collected when courses are activated--or is it a separate report? It's a separate report.
- Steven Billes: When will the 2019-20 Completer and Concentrator Report information be available? That information, as well as the Core Performance Indicator (CPI) data, will be available in January.
- Dyann Steinberger: Are New Program Applications reported in the fall? Yes, however, beginning this fall, the New Program Applications will be submitted in **GEMS** (Grants Electronic Management System). GEMS is not ready to accept New Program Applications at this time – once it is open, notification will be sent.
- Shannon Williams: When will districts be notified of adjustments to the 2019-20 Section 61b funding amounts? The Section 61b adjustment calculations are currently in progress. Adjustment notifications will be sent as soon as possible.
- Dyann Steinberger: When will Follow-up lists be released? Follow-up Lists will be available mid to late October.
- Dyann Steinberger: Can we print reports directly from the web page (without downloading to a pdf)? No, reports need to be download to a pdf file in order to print them.
- Steven Billes: Will Section 61d funds be available in 2020-21? OCTE will not know the answer to this question until the 2020-21 State Budget has been approved.
- Steven Billes: If the course delivery type changes mid-semester, how should we report that in CTEIS? Following is a link to the MSDS (Michigan Student Data System) Manual. On **page 345** there is a table of definitions for all “Virtual Methods” of course delivery that may help. If you have further questions about the MSDS Manual, please contact:

CEPI Support Team  
[cepi@michigan.gov](mailto:cepi@michigan.gov)

[https://www.michigan.gov/documents/cepi/Collection\\_Details\\_SY20-21\\_687071\\_7.pdf](https://www.michigan.gov/documents/cepi/Collection_Details_SY20-21_687071_7.pdf)

- New Fall Course Data Collection Report – there was much discussion concerning the implementation of this new report, and the burden of capturing this data so early in the year. Jill

indicated that this was a policy decision. If questions or concerns about this policy, please email Jill (krollj1@michigan.gov).

- Steven Billes: Is Work Based Learning (WBL) up and running? Yes, PTD Technology is currently working on the manual. Note: Data Entry Staff should obtain the WBL data from their teachers or WBL Coordinators, as directed by their CTE Administrator – not try to figure it out on their own.
- Jocelyn Teske: Have definitions of the four WBL categories been shared? Yes, please contact your CEPD Administrator for information. OCTE is currently working on additional clarification. The template for WBL will be addressed at the Fall Update, and will be communicated to teachers, CTE Directors, and CEPD Administrators.
- Jackie Courter: Where can I go to see correspondence sent to CEPD Administrators? OCTE does not post this information. Please contact your CEPD Administrator.

**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.**

<https://ptdtech.atlassian.net/wiki/display/CS/CTEIS+User+Group+Conference+Calls>

**CEPD Roll Call - CTEIS User Group**

**\*Note:** If you participated in the **September 16, 2020** conference call, and your name is not checked, please email Joan Church to be added to the attendance list.

CEPD	Last Name	First Name	Representative	9-16-2020	11-18-2020	1-20-2021	3-110-2021	5-5-2021									
01	O'Leary	Dawn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
02	Norkol	Jennifer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Chartier	Sadie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
04	Peterson	Danielle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
05	Miron	Jennie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
06	Roy	Patti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Sanderson	Hannah	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
08	Jaroneski	Debbie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
09	Smigelski	Betty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Tennant	Colleen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Smolarz	Lyndsay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
12	Young	Jay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Hammond	Stacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Teske	Jocelyn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
15	Brewer	Katelynne	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
16	VanDenBoom	Lori	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
17	O'Keefe	Lesia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Deans	Kim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
19	Nun	Jodie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
20	Jefferies	Kris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Ferrier	Ashley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
22	Gerlach	Sharon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Wright	Becky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Higgins	Terri	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
25	Gordon	Shelli	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
26	Navarro	Tracy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
27	Genaw	Tammy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
28	Ball	Kristen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Villarreal	Norma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
30	Nixon	Nicole	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												

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31	Courter	Jackie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
32	Kettel	Amanda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
33	Rehkopf	Jacquie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
34	Smith	Robert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
35	Ulsh	Cheryl	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
36	Bowers	Katrina	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
37	Woods	Delinda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
38	Masters	Cindy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Billes	Steven	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
40	Williams	Shannon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
41	Bailey	Michelle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
42	Evers	Jason	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
43	Dawson	Laurie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
44	Keck	Jeannine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
45	Brugger	Sheila	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
46	Frank	Brenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
47	Steinberger	DyAnn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
48	Holcomb	Alice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
49	Machiniak	Chris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Sallee	Samantha	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
51	Waggoner	Sheila	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
52	Hazelman	Margo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
53	Hills	Michele	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
PTD	Wiesner	Doug	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
OCTE	Church	Joan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
OCTE	Felder	Valerie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
OCTE	Kroll	Jill	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
OCTE	Ye	Yincheng	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											