

## **Student Services Advisory Committee Meeting Minutes Tuesday, November 8, 2016**

### **10:00 a.m. meeting begins**

#### **The following committee members were in attendance:**

Lisa Lucas – Barnesville Ex Village – Belmont County  
Debbie McKim – East Guernsey – Guernsey County  
Jenny Gibson – Harrison Hills – Harrison County  
Jim Maul – Indian Creek – Jefferson County  
Jill Franklin – Noble Local – Noble County  
Jodi Hillyer – Indian Valley – Tusky County  
Amy Wickham – Jefferson County JVS – JVS district  
OME-RESA Staff: Cindy Alban & Missy Sutherland

#### **Topics of discussion from prior meeting:**

- ODDEX - Districts expressed concerns about data in ODDEX
- SKYPE - Districts expressed concerns with the use of SKYPE for ODE meetings
- New EMIS committee - A new committee has been organized per ODE and Cindy Alban is on that committee. The purpose of the committee is for ODE to gain input for improvement from the field. The next meeting is June 16<sup>th</sup>. Email your topics to Cindy.
- Auditor's report of ODE - The report from the auditor's on their review of ODE was discussed. The report was rather critical of ODE.
- Jim Maul – CCP questions - when will system allow for end of course data to be available on transcripts – It is currently being worked on by Software Answers and our State Support. We will let everyone know as soon as we receive additional information.
- Becky Fletcher – Open Tickets - Can we leave tickets open longer so that districts may go back and call up the ticket to

review. OME-RESA does have a policy to adhere to in regards to opening tickets and providing a prompt resolution. Missy Sutherland checked into available options within the Helpdesk for districts to view closed tickets. She sent an email out on May 26th, 2016 providing steps districts could take to view a ticket that had been closed

- Complaints regarding the training facility at MVEESC - The past few meetings held at MVEESC were met with equipment not working correctly, doors locked again and cleanliness of the facility has also been an issue. We will try to improve upon our communication with the ESC prior to a session to help ensure the facility is prepared for us.

#### Technical Issues:

Maintenance - System maintenance is currently performed on Tuesdays and Thursdays. Parent/Teacher conferences sometimes conflict with these days. If an installation is scheduled and districts have a conflict with it, they can let Missy Sutherland know and she may be able to push the installation or adjust the time in some way to help accommodate the district.

Installation timeframe - Installations normally take around an hour. Larger ones will be longer, but usually are not done during grading time. We're trying to give districts more flexibility.

#### Topics for today's discussion:

- Are you able to pass along information about the new EMIS Committee? How are things going? **Cindy explained that there are actually two new committees. 1.) The P12 Data Quality Committee and 2.) The SIAC (Student Information Advisory Committee). She explained that the P12 Data Quality Committee is to collaborate with the department of ODE to enhance the processes around data collection and use. This committee is made up of ODE EMIS Staff, Superintendents, ITC**

representatives and various other stakeholders. The committee inquired about how Superintendents' get on this committee and if there is a JVS Superintendent on the committee and if anyone else can get on the committee at this time.

- Can we get some more information about the EMIS Alliance Committee? Who is on the committee? Can we share concerns etc with them? This committee is made up of ITC Directors. This committee provides ITC staff with particular trainings and then in turn we train district staff. Committee members said that they felt we were rushed to turn around and provide them with trainings last time and thought we needed more time to prepare. It was explained that this is all done through a grant so there are certain guidelines as far timing is concerned that are dictated and we have to follow those guidelines. This committee isn't really the platform for sharing concerns as much as the P12 Data Quality committee is the place for that. Cindy will send out an email prior to attending her P12 meeting to collect any concerns that anyone would like to share with that committee.
- Excel trainings were great. I would like to see round 2 – Using Excel to Verify EMIS data and reports \*\*\*\*\*2.)Helen's Excel trainings were great. We need more of those type of trainings working with our reports. \*\*\*\*\*3.)Maybe in connection with a monthly EMIS meeting Helen could go over verifying 3 or 4 reports that we are working on at that time. I have been asking for training on reports forever - it is hard to explain to the treasure or superintendent what they are signing when they have to sign off on the reports. The committee would like to see the continuation of EXCEL trainings and advance those trainings into explaining how to use EXCEL with your reports and your own data. They like the format that Helen has used in her trainings of allowing districts to learn in the early part of the trainings and then practice what they have learned in the latter part of the training. But having the opportunity to work with EXCEL and their own data is what is needed moving forward.

- Monthly EMIS meetings to review new information, reporting periods, DASL updates, EMIS ODE/ITC conference calls, ODE change conference calls. Maybe ask the EMIS Coordinators what they would like to discuss. **The committee felt that they are out of the office enough with what we already provide and that everything mentioned above is already addressed through some form of meeting, email, etc. The committee would like to see EMIS Open Labs return to the 9:00 – 3:00 timeline that they used to be so if they can't be there at 9:00 they can come at any time between that 9:00 – 3:00 timeline.**
- Weekly newsletter/update? (NEONet, Swoca – provide information weekly) **The committee felt that they didn't want to be inundated with more and more email that they may then tend to just ignore them. They like that we now only send out what is necessary when necessary. They know when they get something from us, they need to read it.**
- Training on Graduation Verification Module – Points, etc where it is tracked and updated. **The trainings will take place as soon as the software is updated. We are expecting to get 16.2 at the end of November.**
- Training on the new Reports in DASL – Ad-Hoc Reports. **We are currently working on this. Tutorials will be posted soon.**
- The same trainings held in the same week is a problem if you can't attend during that week. \*\*\*\*\*2.) When trainings are scheduled can they be scheduled during two separate weeks? If all trainings are held in one week, then someone out of the office doesn't have the option to attend. Discussed at November 2011 Advisory meeting but I cannot access the minutes from this date. \*\*\*\*\*3.)Cindy at the SpS training in Z'ville you asked about how we felt about not having trainings there anymore. For me Zville

and Philly are the same distance so it doesn't matter to me. However I will say that I feel that the computer lab in Zville is not clean and there are always issues with the computers. The restroom in the area of the computer lab is just disgusting! New Philly computer lab is clean, the staff is friendly and always right there if we need something. In fact I usually get there early for the meetings or stay afterwards and they have no problem with me working in the computer lab. **The committee decided that they would like to eliminate trainings at MVESC but understand that there may still be a rare instance that we may need to have them there and that for Helen's trainings they will likely still be there. A concern was also expressed for Franklin Local, so Cindy is calling them to make sure they are okay with this change. Cindy is also looking into using ECOESCs St. Clairsville office as an option as well. Making these location changes along with having the trainings not all in the same week is something that the committee would like to see. There will be more information released regarding this once everything is confirmed.**

- Open labs - if there is something that is going to be discussed at an open lab we should know that ahead of time. It is not possible to get out of the office to attend every open lab so you may miss some important info that was only explained at an open lab. \*\*\*\*\*2.) Information shared during Open Labs should be shared with all EMIS Coordinators not just those in attendance. Feel like you need to attend every session so you don't miss something. **The committee felt that there are only 2 open labs a month and if you cannot attend then it is your responsibility to reach out to others that were in attendance to see what you missed.**
- Too many reports on the EMIS reports screen from past years makes it hard to find what you are looking for. **Missy stated that once a fiscal year's reporting period closes, that Cindy can notify her and she will archive them.**

- Open labs – Possible to rename EMIS Work Session? The committee discussed a possible reason as to why to do this and could not come up with a good reason. The concern was that it would just cause confusion as it has been called this for years. Therefore it was decided to stay with the original name.
- SSAC – Having the meetings in a centralized location. It was discussed by the committee that it is a choice to be on the committee and something that is offered by OME-RESA therefore there is no reason to offer it in a central location. Individuals choose to be on the committee, it is not mandatory.
- Issues with computer connections at OMERESA when a training is held there. Missy stated that they are currently looking into options for the lab. In the meantime, users have the option to bring their own device to trainings.

**Scheduling of Next Meeting: May 2, 2017**