

## Student Services Advisory Committee Meeting Minutes

Thursday, May 11<sup>th</sup>, 2017 @ Pritchard Laughlin Center, Cambridge

### 11:00 a.m. meeting begins

The following committee members were in attendance:

Stephanie Rouse	Switzerland of Ohio	Monroe County
Lisa Lucas	Barnesville Schools –	Belmont County
Becky Fletcher	Coshocton City Schools	Coshocton County
Jodi Hillyer	Indian Valley Schools	Tuscarawas County
Debbie McKim	East Guernsey Schools	Guernsey County
Jenny Gibson	Harrison Hills Schools	Harrison County

OME-RESA Staff: Angie Underwood, Missy Sutherland, Cindy Alban, Bernie Grabits

### Topics of discussion from prior meeting:

- **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. JVS was notified that anyone is welcome to be on this committee and directions to do so were provided.
- **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. No meetings have been attended due to scheduling conflicts at this time.

- 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. The Grant Trainings have been providing this opportunity.
- 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. The labs are now being offered from 9:00 – 3:00.
- 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. Trainings for this module were provided March 30<sup>th</sup> and again on May 15.
- 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 Z'ville 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.

**Topics for today's meeting:**

- Staff information for EMIS information should be presented to Treasurer's and staff and/or training combined with EMIS staff and Payroll/Treasurer staff so that everyone is on the same page. Might include Staff/Course documentation (Initial and Final) to be reviewed with Treasurer's office not just EMIS Coordinators. Staff data and EMIS – Some EMIS coordinators have access to STAFF data others do not; Chris often forwards certain Fiscal email to EMIS coordinators to make them aware of information being sent to their payroll person or treasurer's office regarding STAFF data; possibly have the Fiscal advisory committee and SSAC get together and discuss ways to better communicate; possibly forward reports from the data collector to more people on the fiscal end. Any district can email Fiscal or SS if any additional help is needed in district. Angie suggested that there be combined Advisory meetings with Fiscal and SS.
- 47 districts belong to OME-RESA. EMIS is continuing to grow in what is mandated to be reported to ODE. I think there might be a need to have more EMIS help to ensure all districts receive the \$ they are supposed to. The committee expressed the following concerns: It appears that Chris carries the burden of support for EMIS; additional training for Emily is needed; responses being accurate and in a timely manner; could Renae and Helen help with EMIS? They would also like more help with Excel. Cindy explained that she will review the internal processes and provide more opportunities for training for staff where needed. She also explained that Renae and Helen currently have their own responsibilities but that we already do pull them when needed and that is always an option. Cindy encouraged districts to let us know if they are receiving incorrect answers to their tickets or if their tickets are not being addressed in a timely manner. This will help us to better identify where additional training is needed. Excel trainings are an ongoing process and we plan to continue these trainings.
- More EMIS help – see above

## OME-RESA Topics

- Consideration to form additional committees other than SSAC – example – GB User Group, Customer Report Card User Group - **User groups will be formed; members from the SSAC committee could possibly be pulled to become part of these user groups but would like to see various people from districts serve on these committees**
- Training Schedule – Committee is happy with this past year’s trainings
- EMIS Trainings/Open Labs - Committee is happy with this past year’s trainings
- User Group meetings allow for us to bring district guests. How do you suggest we determine who to take? **SSAC members expressed an interest to attend, specifically Jenny and Jodi for the Student Information User Group meeting and thought perhaps members from the newly formed committees would attend the ones specific to their application area**
- Custom Report Cards – do you have some that you are paying for and not using? **No one at meeting has the issue with paying for and not using Custom Report Cards but some stated they have that issue with DataMap.**
- The SS portion of OME-RESA’s website has been cleaned up to be more user-friendly.
- Testing Results – **SS is looking at the option of loading testing results for districts that opt for us to do that. SS is evaluating this option and working to see if this is a viable option with current staff.**
- Other Software - **Angie is looking into ways we can provide more options for districts regarding their use of 3<sup>rd</sup> party vendors and extracting data; Angie along with members of our tech department will be attending a webinar with a company who specializes in the type of software for use in extracting data**
- Points of Contact- **superintendents are asked each year to review their designated points of contact for the various Student Services applications; often times the EMIS coordinator is the point of contact for all or most areas; it is up to the district as to who they appoint**