CTEIS User Group Meeting (Teams) Wednesday, May 10, 2023 9:00 – 10:00 am

Notes from Microsoft Teams Meeting

- 1. Attendance of CTEIS Representatives for each CEPD (obtained from Teams Chat) see last page.
- 2. PTD Technology Update
 - CTEIS
 - May 12th is the deadline for all CTE students to be enrolled in at least one coursesection of CTEIS. This allows OCTE to match UICs with MSDS and other state systems to obtain data.
 - CTEIS was updated to allow a **Minimal Import**. A Minimal Import allows the user to just provide a UIC, Last Name, Course Section Code and Grade (and WBL). It will take this information and update the user's enrollment record with the grade and WBL.
 - **UIC checker** and **PIC checker** are running smoothly and keeping up with demand.
 - Follow-Up Reports have been released.
 - **CEPD Options** will be available for reporting late next week.
 - NEW Report entitled Building Enrollment Report was just released. This
 report may be especially helpful to <u>Administrators</u>. It provides a "birds-eye view"
 of enrollment that has been submitted in CTEIS. (Enrollment by Program or
 Enrollment by Building)

• **CTEIS Training**

- May 31st Fiscal Agency and CEPD Administrator Training
- **June 13**th Q & A Session open to all—no registration required. CTEIS Staff will be available (9-12 and 1-4). Drop in/out during this time to have your questions answered.
- 3. Questions and Discussion
 - Holly had an issue with credits for EMC and Dual Enrolled students defaulting to the number of credits in the course-section. This issue can be addressed using the Mass Enrollment Edits. Further, PTD hopes to have the credits available as part of the imports soon. PTD is working on this issue. (PTD is also working on allowing Mass Edit of credits.)
 - Steven asked how CTEIS handles classes with no enrollment. CTEIS will put in zeroes for those classes.
 - Yincheng indicated that the number of districts that submitted their Follow-up data on time with great response rates was amazing. Follow-up certificates were only sent to CEPD Administrators of these districts. Please pass along our congratulations to all staff who helped make this happen!

- Steven asked how the UIC checker handles newly added EMC students. Doug explained that there is a front-end and back-end checking process for UICs. The front-end process checks UICs with updates to Core fields (shorter list of students). The back-end process checks students with the oldest date checked. There are currently about 2,000 students on the back-end. The system cycles through all students every 2 or 3 weeks.
- Shannon asked what State systems are matched with CTEIS to obtain data MSDS (Michigan Student Data System); MME (Michigan Merit Examination); GAD (Graduation and Drop-out Information).

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. http://support.cteis.com/Resources/User-Groups

CTEIS User Group Attendance

*Note: If you participated in the May 10, 2023 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 (Cancelled)	3-8-2023	5-10-2023								
01	O'Leary	Dawn														
02	Smith	Shannon							Щ	Ш		Щ	Щ	L		Ц
03	Wilmot	Erin				Ц		Ш	Ш				Щ			Ц
04	Pelkola	Lori							Щ		Щ	Щ	Щ			<u> </u>
05	Miron	Jennie											Щ			
06	Jones	Patricia						Ш					Щ			Ц
07	Sanderson	Hannah							Щ	Щ		Щ	Щ			Ц
08	Jaroneski	Debbie					Ш						Щ	L		∐
09	Kania	Angie														
10	Tennant	Colleen		\boxtimes												
11	Warren	Alexandrea					\boxtimes							ļL	<u> </u> L	Ц
12	Young	Jay													<u>L</u>	
13	Zirkle (Hammond)	Stacy		\boxtimes												
14	Teske	Jocelyn												L		Ц
15	Smith	Amy Jo														<u>]</u>
16	Behmlander	Patti					\boxtimes							L	<u> </u> L	
17	Myers	Heidi]
18	Deans	Kim		\boxtimes			\boxtimes]
19	Nunn	Jodie					\boxtimes]
20	Graves	Kelly					\boxtimes]
21	Mahn	Pam					\boxtimes							ļL	<u> </u> L	
22	Gerlach	Sharon														
23	Mieske	Terrie														Ц
24	Bartolowits	Megan														Ц
25	Gordon	Shelli														\prod
26	Navarro	Tracy														\coprod
27	Genaw	Tammy														\prod
28	Ball	Kristen														\coprod
29	Villarreal	Norma														
30	Lloyd	Cari														

CEPD	Last Name	First Name	Representative	9-21-2022	11-16-2022	1-18-2023 (Cancelled)	3-8-2023	5-10-2023								
31	Courter	Jackie							Щ	Ļ		<u>] [</u>		Ļ	<u>] </u>	
32	Anderson	Holly		Ш					Щ	<u> </u>	<u> </u>	<u>] [</u>		<u> </u>	<u>] </u>	Щ
33	Rehkopf	Jacquie									<u> </u>	<u>]] </u>		<u> </u>	<u> </u>	
34	Galvan	Debbie			$ \boxtimes $						<u> </u>	<u>] </u>			<u> </u>	
35	Schomisch	Michael										<u>] </u>			<u>] L</u>	
36	Bowers	Katrina	\boxtimes	\boxtimes	X		\boxtimes][[L	<u>] </u>	
37	Kulka	Kristina										<u>] [</u>] [
38	Blair	Kimberly][[
39	Billes	Steven	\boxtimes	\boxtimes	\boxtimes		\boxtimes	\boxtimes] [] [
40	Williams	Shannon			X] [] [
41	Wilcox	Sharon	\boxtimes] [][
42	Evers	Jason			\boxtimes][
43	Jones	Charlie			\boxtimes]				
44	Keck	Jeannine			\boxtimes		\boxtimes] [
45	Brugger	Sheila					\boxtimes][
46	Frank	Brenda		\boxtimes			\boxtimes	\boxtimes][
47	Steinberger	DyAnn	\boxtimes	\boxtimes	\boxtimes		\boxtimes	\boxtimes][[] [
48	Walker	Madison	\boxtimes	\boxtimes			\boxtimes	\boxtimes								
49	Kern	Trish	\boxtimes	\boxtimes	\boxtimes		\boxtimes	\boxtimes][[
50	Sallee	Samantha	\boxtimes	\boxtimes	\boxtimes			\boxtimes][[] [
51	Fenning	Jennifer	\boxtimes	\boxtimes	\boxtimes][[
52	Hazelman	Margo														
53	Hills	Michele														
PTD	Wiesner	Doug] [
OCTE	Church	Joan	\boxtimes	\boxtimes			\boxtimes	\boxtimes								
	Milton	Valerie														
OCTE	Kroll	Jill] [
OCTE	Ye	Yincheng	\boxtimes													