# CTEIS User Group Meeting (Teams) Wednesday, November 15, 2023 10:00 – 11:00 am

#### **Notes from Microsoft Teams Meeting**

- 1. Attendance of CTEIS Representatives for each CEPD (obtained from **Chat**) see last page.
- 2. PTD Technology Update
  - Fall Course and Staff Collection went well and is finished.
  - <u>4033 Expenditure Reports</u> were due to OCTE on November 9<sup>th</sup>. OCTE is currently reviewing the submitted reports.
  - **Enrollment Reporting** is going well.
  - <u>Credentials</u> The Manage Credentials form used for inputting credentials will be updated and available in December or early January.
  - <u>Follow-Up</u> After PTD Technology posted the Follow-up Lists, it was discovered that CEPI allows districts to change their students' **Exit Status**, <u>after</u> the due date. To accommodate the many Exit Status changes that occurred after the due date, PTD re-ran an updated Follow-up List—twice. (The most recent update occurred on November 9<sup>th</sup>.)
- 3. Questions and Discussion
  - Steven asked about the reason for the Follow-up List changes.

    Jill explained that the need for Follow-up List revisions was not an issued caused by PTD Technology. It was discovered that districts are changing their students' Exit Status <u>after</u> the deadline. Although PTD Technology correctly extracted the data after the deadline, CEPI allows districts to change their students' Exit Status, <u>after</u> the deadline (until September!). This had a huge impact on the Follow-up List. To accommodate these unexpected Exit Status changes, PTD re-ran an updated Follow-up List—twice. The most recent update occurred on November 9<sup>th</sup>, and only the affected districts were contacted regarding these changes.

To help districts differentiate between the original students on the Follow-up List, and the newly added students, PTD Technology has included an additional column, entitled **Modified Date**. The Modified Date column (added today), will reflect the most recent date in which a change was made to a student's Follow-up Data Record. PTD Technology will send out a notice, explaining the new column, and how it can be used by districts.

Doug indicated that if state-wide changes to the Follow-up List occur, a listserv notice will be sent. However, if the changes are more localized, PTD will contact the affected district(s). PTD is exploring ways to work through this issue, as it will occur each year.

• There was a question about the Follow-up List being a "sampling" of students. Jill explained that the Follow-up Survey is not a sample survey. The Perkins legislation requires states to report post-program placement for <u>all</u> Concentrators who graduated two quarters after the student left school. The Follow-up List includes **all students that have attained Concentrator status** (or more) **and left school**. Consistent with the requirement in the legislation, OCTE requires districts to attempt to survey **all students** on the Follow-up List.

Jill further explained that the Follow-up Survey is used to determine the Placement Core Performance Indicator (CPI), which is a population-based count that includes all Concentrators who graduated.

- Holly wondered why some students show up on the Follow-up List years after they graduated.
  - Doug explained that there may be legitimate reasons that this occurs, and cited a couple examples:
  - A sophomore that completed a CTE program, but graduated a couple years later.
  - A student who exits school, returns to school, and then re-exits again.
- There was a question regarding the change in timing for Follow-up.
   Yincheng explained that the Federal reporting requirements have changed. The
   student's Placement Status is now required to be determined, two quarters after
   the student exits school. To accommodate this change in reporting requirements,
   the Follow-up deadline was moved up. OCTE is currently working with CEPI to see if
   our Follow-up reporting window can be aligned with CEPI's finalization of Exit
   Statuses.
- Steven asked if the CTEIS Certification Codes could be added to the Credentials.
  Doug indicated that a new column containing the codes, could be added to the
  export (Excel spreadsheet), and he will explore the possibility of adding it to the
  credential screen as well.
- There was a question concerning how to determine which segments/competencies a student had completed.
   Doug indicated that the **Program Enrollment History Report** reflects the segment/competencies that have been earned by each student.
- Steven requested that the Proration explanation be added to the 4033 documentation on the Knowledge Base.
- Stacey requested that the Teacher Staff Report be updated to reflect all teachers. Doug is looking into this.
- OCTE learned that the TSDL (Teacher Student Data Link) no longer requires districts
  to report Para-pros and Teacher Aides. OCTE recommended removal of these
  fields from the CTEIS data collection, but wanted the CTEIS User Group's input. A
  final determination regarding the removal of these fields will be made at the next
  CTEIS User Group meeting allowing time for the group to consider possible
  concerns.

For clarification, below are the teacher definitions. OCTE is proposing eliminating the collection of the **non**-certified staff highlighted below:

a. **Primary** — The instructor who is responsible for developing the lesson plans and teaching the course. This person must have a **teaching certificate** and needs to be vocationally certified.

- b. **Additional Full Time** Any teacher, aide, or paraprofessional who assists with instruction for the entire duration of the session.
- c. **Additional Part Time** Any teacher, aide, or paraprofessional who assists with instruction for part of the session.
- d. **Secondary Full Time** An additional teacher who assists with instruction for the entire duration of the session and who has a **teaching certificate** and vocational certification.
- e. **Secondary Part Time** An additional teacher who assists with instruction for part of the session and who has a **teaching certificate** and vocational certification.

Valerie contacted CEPI and learned that the TSDL still requires the reporting of Mentor Teachers.

Questions were raised regarding rules for reporting segments, competencies, and instructional design in CTEIS. OCTE staff reminded CTEIS Users that direction regarding reporting segments or competencies and instructional design, is to come from their CTE administrator. CTEIS users with questions about reporting instruction should consult their CTE administrator. CTE administrators or teachers with questions or concerns about instructional design or reporting segments or competencies, should contact the program consultant for the specific program area or Deb Miller, Supervisor, at <a href="mailterd66@michigan.gov">millerd66@michigan.gov</a>.

To see upcoming professional development opportunities, please see the <u>CTE and EMC Professional Events Calendar</u>.

Pre-conference sessions for teachers and administrators will be available at the Michigan Career Education Conference on January 28, 2024, and there will also be sessions at the conference for administrators to discuss program implementation and reporting. CTEIS users and administrators are reminded that best practices for reporting include providing a feedback loop in which data entry is checked by printing out the data entered, and requesting review and sign-off from the administrator or teacher who provided the information. Below is a link to the Career Education Conference Agenda:

<u>Agenda & Sessions – Michigan Career Education Conference</u> (michigancareerconference.org)

### **Pre-Conference Sessions**

## **Sunday, January 28**

12-1 p.m.	Woodworking CPG Technical Assistance 48.0701	updates and changes occurring to these IT programs under Perkins V. Teachers will develop an understanding of the program changes and how they can adapt and transition their program implementation for Fall 2024.	New CTE Administrator Overview  An overview of career and technical education for the new CTE Administrator. (Or a refresher for established administrators.)			Culinary CPG Technical Assistance Review and analyze competencies, discuss instructional design and standards crosswalks. break	AFNRE Technical Assistance for the following CIP Codes: 01,0000,
1-2 p.m.	Machine Tool CPG Technical Assistance 48.0501		CEPD/CTE Administrator Implementation and Reporting An overview of Perkins V requriements, implementation, and reporting for administrators and CEPD directors			standards crosswards, break down credential options, and share/learn best practices. Participants will also have time to ask questions of the consultant and share ideas with fellow teachers.	01.0601, 01.0903, and 03.0000  This workshop will explore the updates and changes occurring to these AFNRE programs under Perkins V. Teachers will develop an understanding of the program changes and how they can
2-3 p.m.	Woodworking Teachers & Machine Tool Round Table 48.0701, 48.0501		CEPD/CTE Administrator Implementation and Reporting An overview of Perkins V requriements, implementation, and reporting for administrators and CEPD directors.			ProStart	changes and now they chan adapt and transition their program implementation for Fall 2024.
3-4 p.m.		IT Round Table An opportunity to network and share with IT teachers.		Administrator Round Table (Deb and GAME)	Teacher Round Table (CRU)	This is for all culinary and hospitality teachers. Agenda TBD, but will include industry innovations and best practices.	AFNRE Round Table An opportunity to network
4-5 p.m.				An open session format for all CTE administrators to learn more and ask questions.	An open session format for all CTE teachers to learn more and ask questions.		and share with AFNRE teachers.

**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. <a href="http://support.cteis.com/Resources/User-Groups">http://support.cteis.com/Resources/User-Groups</a>

#### **CTEIS User Group Attendance**

\*Note: If you participated in the November 15, 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	9-20-2023	11-15-2023	1-10-2024	3-06-2024	5-08-2024				
01	O'Leary	Dawn	$\boxtimes$	$\boxtimes$	$\boxtimes$							
02	Smith	Shannon										
03	Wilmot	Erin	$\boxtimes$									
04	Pelkola	Lori	$\boxtimes$		$\boxtimes$							
05	Miron	Jennie	$\boxtimes$	$\boxtimes$								
06	Jones	Patricia	$\boxtimes$									
07	Sanderson	Hannah	$\boxtimes$	$\boxtimes$	$\boxtimes$							
80	Jaroneski	Debbie	$\boxtimes$	$\boxtimes$								
09	Kania	Angie										
10	Tennant	Colleen										
11	Warren	Alexandra	$\boxtimes$		$\boxtimes$							
12	Young	Jay										
13	Zirkle (Hammond)	Stacy	$\boxtimes$	$\boxtimes$	$\boxtimes$							
14	Teske	Jocelyn	$\boxtimes$	$\boxtimes$	$\boxtimes$							
15	Smith	Amy Jo	$\boxtimes$									
16	Behmlander	Patti	$\boxtimes$									
17	Myers	Heidi	$\boxtimes$									
18	Deans	Kim	$\boxtimes$	$\boxtimes$	$\boxtimes$							
19	Nunn	Jodie	$\boxtimes$		$\boxtimes$							
20	Graves	Kelly	$\boxtimes$	$\boxtimes$								
21	Mahn	Pam	$\boxtimes$		$\boxtimes$							
22	Gerlach	Sharon	$\boxtimes$									
23	Mieske	Terrie	$\boxtimes$		$\boxtimes$							
24	Bartolowits	Megan	$\boxtimes$	$\boxtimes$								
25	Gordon	Shelli	$\boxtimes$	$\boxtimes$	$\boxtimes$							
26	Navarro	Tracy	$\boxtimes$	$\boxtimes$	$\boxtimes$							
27	Genaw	Tammy	$\boxtimes$									
28	Ball	Kristen	$\boxtimes$									
29	Villarreal	Norma	$\boxtimes$									
30	Lloyd	Cari	$\boxtimes$		$\boxtimes$							

			Representative	9-20-2023	11-15-2023	1-10-2024	3-06-2024	5-08-2024				
CEPD	Last Name	First Name	Rep	6-5	11	1-1	3-(	5-(				
31	Courter	Jackie	$\boxtimes$	$\boxtimes$	$\boxtimes$							
32	Anderson	Holly		$\boxtimes$								
33	Rehkopf	Jacquie	$\boxtimes$		$\boxtimes$							
34	Galvan	Debbie	$\boxtimes$		$\boxtimes$							
35	Schomisch	Michael	$\boxtimes$	$\boxtimes$	$\boxtimes$							
36	Bowers	Katrina	$\boxtimes$	$\boxtimes$								
37	Kulka	Kristina	$\boxtimes$									
38	Blair	Kimberly	$\boxtimes$									
39	Billes	Steven	$\boxtimes$	$\boxtimes$	$\boxtimes$							
40	Williams	Shannon	$\boxtimes$	$\boxtimes$								
41	Wilcox	Sharon	$\boxtimes$	$\boxtimes$	$\boxtimes$							
42	Evers	Jason	$\boxtimes$	$\boxtimes$	$\boxtimes$							
43	Jones	Charlie	$\boxtimes$	$\boxtimes$								
44	Keck	Jeannine	$\boxtimes$	$\boxtimes$	$\boxtimes$							
45	Brugger	Sheila	$\boxtimes$	$\boxtimes$	$\boxtimes$							
46	Frank	Brenda	$\boxtimes$	$\boxtimes$	$\boxtimes$							
47	Steinberger	DyAnn	$\boxtimes$	$\boxtimes$	$\boxtimes$							
48	Walker	Madison	$\boxtimes$									
49	Kern	Trish	$\boxtimes$	$\boxtimes$	$\boxtimes$							
50	Sallee	Samantha	$\boxtimes$	$\boxtimes$	$\boxtimes$							
51	Fenning	Jennifer	$\boxtimes$	$\boxtimes$	$\boxtimes$							
52	Hazelman	Margo	$\boxtimes$	$\boxtimes$	$\boxtimes$							
53	Hills	Michele	$\boxtimes$									
PTD	Wiesner	Doug	$\boxtimes$	$\boxtimes$	$\boxtimes$							
OCTE	Church	Joan	$\boxtimes$	$\boxtimes$	$\boxtimes$							
OCTE	Milton	Valerie	$\boxtimes$		$\boxtimes$							
OCTE		Jill	$\boxtimes$		$\boxtimes$							
OCTE	Ye	Yincheng	$\boxtimes$	$\boxtimes$	$\boxtimes$							