## CTEIS User Group Meeting (Teams) Wednesday, September 22, 2021 9:00 – 10:00 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 Teacher Collection Report is due to the CEPD Administrator for review on September 23<sup>rd</sup>, and to OCTE with all approvals on September 30<sup>th</sup>.
- The import function of CTEIS is now available.
- PTD Technology is closely monitoring the data that's coming in. There have been a couple issues, but they are being corrected as quickly as possible.
- The Expenditures are being tested and finalized. It should be open sometime next week.
- The Expenditures training webinars will be held September 30<sup>th</sup> and October 7<sup>th</sup>.
- The 2021-22 Section 61a1 (Added Cost) funding (based on 2020-21 enrollment) is nearly completed.
- PTD is currently working on the 2021-22 Section 61b funding (based on 2020-21 CTE Early Middle College and CTE Dual Enrollment).
- The Follow-up materials will be available soon.
- PTD will be processing the CPIs (Core Performance Indicators) next.
- PTD is in the process of rebuilding all the public reports. As they are completed, they will be posted on the new public site **reports.cteis.com** (formerly cteis.reports.com).

#### 3. OCTE Update – 4033 Expenditure Report

As a result of using 2018-19 enrollment to generate 2020-21 Section 61a1 funds, the 2020-21 CTE Expenditure Report (4033) will look a little different.

Normally, the 4033 reflects the amount of Section 61a1 funds generated by <u>each individual Program Serial Number (**PSN**)</u>. However, 2020-21 PSN-Level data were not available. Therefore, OCTE has elected to divide the <u>total 2020-21 funds received by each **Fiscal Agency**</u>, by the <u>total number of **PSNs**</u> in the Fiscal Agency, and assign that value to each PSN. So <u>each PSN</u> (within a fiscal agency) will reflect the same amount of 61a1 funds generated.

The calculations used to determine Expenditure requirements for each Fiscal Agency, will not be affected. It will simply look like every program (in a Fiscal Agency) generated the same amount of Section 61a1 funds.

### 4. Questions and Discussion

- Jen Norkol: Is there a way in Perkins V programs, to report 2<sup>nd</sup> year students who have completed all required competencies (formerly Segment Q)?
  Districts do have the ability to report students in course sections covering content advanced beyond the state standards/competencies in CTEIS which may be designated as "Z." CTEIS data entry staff must enter competencies as directed by their CTE administrator or CTE instructor. Administrators who have questions about instructional design or reporting advanced content should contact the appropriate program consultant in the Career Readiness Unit for direction.
- Jennifer Fenning: When adding competencies, there are four columns (A, B, C, D). Can you explain what those mean? These four columns are "subsections" of a course-section. Often districts use subsections to report students receiving different content in the same course section such as when 1<sup>st</sup> year and 2<sup>nd</sup> year students are being taught in the same classroom. It is not necessary or encouraged to use subsections when reporting. The preferred approach would be to report groups of students receiving different content in different course sections. If a district chooses to report using subsections, the district could record all competencies (or segments) being taught to 1<sup>st</sup> year students under Column A, and all competencies being taught to 2<sup>nd</sup> year students under Column B. Note: CTEIS defaults to subsection A so if you don't use subsections, you would record all competencies (or segments) in subsection A.
- Shannon Williams: When will 2021-22 Section 61a1 (Added Cost) amounts be released? OCTE will post funding amounts once they have been approved.
- Kristen Ball: What content is required for the <u>Fall Course and Teacher Report</u> due on September 23rd?
  Districts are only required to report <u>1 course-section per teacher, per PSN</u>. Districts do NOT have to enter student enrollment, segments/competencies (possibly 1 as a placeholder), etc. For example, if a district is operating semesters or trimesters, only a 1-semester or 1-trimester course-section is required to be reported per teacher, per program. OCTE understands that information reported this early in the fall may change and that's okay! The purpose of this report is to determine the number PSNs operating, and the number of primary teachers in 2021-22.
- Brenda Frank and Michael Schomisch (Manage Courses Issue): When adding courses and entering dates (aligned with 1<sup>st</sup> semester), the 1<sup>st</sup> semester was not an available option.
   PTD Technology is aware of this problem and a correction is coming.
- Holly Anderson: Reminded CTEIS Users to go to the <u>Building Course Review</u> to validate the data, and click the "Complete" hotlink to submit the report.
- Lori VanDenBoom: If the "renew function" is used, does CTEIS pull the staff name into the new year? Yes
- Steven Billes: The Filter keeps going off, rather than staying in place until turned off. PTD Technology is aware of this problem and working on a fix.

• Steven Billes: When importing students, some were highlighted in red (which indicates an error). What does the blue highlight mean?

PTD Technology identified the following color coding for imports...

Blue = Update Green = Add Light Green = Renew Red = Error

• Steven Billes and others: Can a competency (or segment) be taught in more than one course-section of a program?

The CTEIS user group is a forum for bringing issues with, or questions about the Career and Technical Education Information System (CTEIS) to the attention of OCTE and PTD Technology. It is not an appropriate forum for discussing OCTE policy. Teachers and CTE administrators are responsible for the accuracy of the instructional design for a PSN. If they have questions, they should contact the appropriate program consultant for guidance on instructional design.

<u>As Always...</u> 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 5, 2021 Microsoft Teams meeting, and your CEPD is not checked, please email Joan Church to be added to the attendance list.

|      |                  |            | ative          |             | 21         | 7         | 2         |          |  |  |  |  |
|------|------------------|------------|----------------|-------------|------------|-----------|-----------|----------|--|--|--|--|
| CEPD | Last Name        | First Name | Representative | 9-22-2021   | 11-17-2021 | 1-19-2022 | 3-09-2022 | 5-4-2022 |  |  |  |  |
| 01   | O'Leary          | Dawn       |                | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 02   | Norkol           | Jennifer   | $\boxtimes$    | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 03   | Chartier         | Sadie      | $\boxtimes$    |             |            |           |           |          |  |  |  |  |
| 04   | Hauswirth        | Abbey      | $\boxtimes$    |             |            |           |           |          |  |  |  |  |
| 05   | Miron            | Jennie     | $\boxtimes$    | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 06   | Darling          | Emily      | $\boxtimes$    |             |            |           |           |          |  |  |  |  |
| 07   | Sanderson        | Hannah     |                | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 08   | Jaroneski        | Debbie     | $\boxtimes$    | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 09   | Kania            | Angie      |                | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 10   | Tennant          | Colleen    |                |             |            |           |           |          |  |  |  |  |
| 11   | Smolarz          | Lyndsay    |                |             |            |           |           |          |  |  |  |  |
| 12   | Young            | Jay        |                |             |            |           |           |          |  |  |  |  |
| 13   | Zirkle (Hammond) | Stacy      |                |             |            |           |           |          |  |  |  |  |
| 14   | Teske            | Jocelyn    |                | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 15   | Brewer           | Katelynne  |                |             |            |           |           |          |  |  |  |  |
| 16   | VanDenBoom       | Lori       |                |             |            |           |           |          |  |  |  |  |
| 17   | Myers            | Heidi      |                |             |            |           |           |          |  |  |  |  |
| 18   | Deans            | Kim        |                |             |            |           |           |          |  |  |  |  |
| 19   | Nun              | Jodie      |                | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 20   | Jefferies        | Kris       |                |             |            |           |           |          |  |  |  |  |
| 21   | Ferrier          | Ashley     |                | $\boxtimes$ |            |           |           |          |  |  |  |  |
| 22   | Gerlach          | Sharon     |                |             |            |           |           |          |  |  |  |  |
| 23   | Wright           | Becky      |                |             |            |           |           |          |  |  |  |  |
| 24   | Higgins          | Terri      |                |             |            |           |           |          |  |  |  |  |
| 25   | Gordon           | Shelli     |                |             |            |           |           |          |  |  |  |  |
| 26   | Navarro          | Tracy      |                |             |            |           |           |          |  |  |  |  |
| 27   | Genaw            | Tammy      |                |             |            |           |           |          |  |  |  |  |
| 28   | Ball             | Kristen    |                |             |            |           |           |          |  |  |  |  |
| 29   | Villarreal       | Norma      |                |             |            |           |           |          |  |  |  |  |
| 30   | Nixon            | Nicole     |                |             |            |           |           |          |  |  |  |  |

| CEPD | Last Name        | First Name        | Representative         | 9-22-2021   | 11-17-2021 | 1-19-2022         | 3-09-2022 | 5-4-2022 |   |   |          |          |      |          |   |
|------|------------------|-------------------|------------------------|-------------|------------|-------------------|-----------|----------|---|---|----------|----------|------|----------|---|
| 31   | Courter          | Jackie            |                        |             |            | $\blacksquare$    | H         | H        | H |   | ╢        | ╣╠       | ╬    |          |   |
| 32   | Anderson         | Holly             |                        |             |            |                   |           | H        | H |   | <u> </u> | ╬        | ╬    |          |   |
| 33   | Rehkopf<br>Smith | Jacquie           |                        |             | $\vdash$   | $\vdash$          | H         | H        | H |   | ╬        | ╬        | ╬    |          | H |
| 34   | Schomisch        | Robert<br>Michael |                        |             |            | H                 | H         | H        | H | ╠ | ╬        | ╣╠       | ╬    | <u> </u> | H |
| 36   | Bowers           | Katrina           |                        |             |            |                   | H         | H        | H |   | ╬        | ╬        | ╬    |          |   |
| 37   | Woods            | Delinda           |                        |             | H          | H                 | H         | H        | H | ┢ | ╁╠       | ╬        | ╫    |          | H |
| 38   | Blair            | Kimberly          |                        |             |            | H                 | H         | H        | H | ╠ | ╁┼╞      | ╬        | ╬    |          | H |
| 39   | Billes           | Steven            |                        | H           | H          | H                 | H         | H        | H | ┢ | ╬        | ╬        | #    |          |   |
| 40   | Williams         | Shannon           |                        |             | H          | H                 | H         | Ħ        | Ħ | ┢ | ╬        | ╬        | ╣    |          |   |
| 41   | Bailey           | Michelle          |                        |             |            | $\overline{\Box}$ | H         | Ħ        | Ħ |   | ╗        | ╅╞       | 7    |          | H |
| 42   | Evers            | Jason             | X                      |             | Ħ          |                   | П         | П        | П |   | THE      | ٦F       | #    |          | 一 |
| 43   | Dawson           | Laurie            | A                      |             |            | Ħ                 | П         | Ħ        | П | F | ii       | ٦F       | ī    |          |   |
| 44   | Keck             | Jeannine          | $\overline{\boxtimes}$ |             |            |                   |           |          |   |   |          |          |      |          |   |
| 45   | Brugger          | Sheila            |                        |             |            |                   |           |          |   |   |          |          |      |          |   |
| 46   | Frank            | Brenda            | $\boxtimes$            | $\boxtimes$ |            |                   |           |          |   |   |          |          |      |          |   |
| 47   | Steinberger      | DyAnn             | $\boxtimes$            |             |            |                   |           |          |   |   |          |          |      |          |   |
| 48   | Lillie           | Tanya             |                        |             |            |                   |           |          |   |   |          |          |      |          |   |
| 49   | Hopkins          | Christen          | $\boxtimes$            |             |            |                   |           |          |   |   |          |          |      |          |   |
| 50   | Sallee           | Samantha          | $\boxtimes$            | $\boxtimes$ |            |                   |           |          |   |   |          |          |      |          |   |
| 51   | Fenning          | Jennifer          | $\boxtimes$            | $\boxtimes$ |            |                   |           |          |   |   |          |          |      |          |   |
| 52   | Hazelman         | Margo             | $\boxtimes$            | $\boxtimes$ |            |                   |           |          |   |   |          |          | ]    |          |   |
| 53   | Hills            | Michele           |                        |             |            |                   |           |          |   |   |          |          |      |          |   |
| PTD  | Wiesner          | Doug              |                        |             |            | Щ                 | Щ         | Щ        | Щ | L | <u> </u> | <u> </u> | _  _ | <u></u>  | Щ |
|      | Church           | Joan              |                        |             | Щ          |                   | Щ         | Щ        | Щ | L | <u> </u> | <u> </u> | 4    | <u>_</u> |   |
|      | Milton           | Valerie           |                        |             |            |                   |           | Щ        | Щ | Ļ | <u> </u> | <u> </u> | 4    |          |   |
| OCTE |                  | Jill              |                        |             |            | Щ                 | 닏         | 닏        | 닏 | L | <u> </u> | <u> </u> | 4    | <u></u>  |   |
| OCTE | Ye               | Yincheng          | $\boxtimes$            | $\boxtimes$ |            |                   |           |          |   |   | <u> </u> |          |      |          |   |