CTEIS User Group Meeting (Teams) Wednesday, January 10, 2024 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
 - **Follow-Up** is almost finished.
 - **Enrollment Reporting** discovered a problem with the UIC Checker. A group of UICs was not getting into the hopper to be checked. This problem should be fixed in the next few days.
 - <u>Core Performance Indicator (CPI)</u> is finished. The CPI data is available on the <u>reports.cteis.com</u> website and will soon be available on the dashboards.
 - <u>Credentials</u> PTD Technology is working on the Manage Credentials screen to make it more efficient and easier to use.
 - **Work-Based Learning (WBL)** PTD Technology is working on the WBL screen to make it more efficient and easier to use.
 - **Student Competency List** PTD Technology is developing a nightly process that will review and revise the student competency list to reflect dropped competencies closer to real time.
- 3. Questions and Discussion
 - Sam asked if the Follow-Up proxy rate applies to each building, or to just the region.
 Yincheng indicated that the 20% proxy rate applies to each building, as well as the CEPD and region.
 - Sharon asked about the consequences, when a building is unable to attain 20% or lower proxy rate. Yincheng indicated that OCTE also looks at the CEPD and region proxy rates, to see how prevalent the issue is, and requires that the person from the building with a high proxy rate, attend the Follow-Up Workshop.
 - Steven indicated that currently, when students are concentrators in more than one program, the first program that shows up on the list, is the program in which the student first attained concentrator status (the oldest program attended). Instead, could the **most recent** program (in which the student attained concentrator status), be listed first. Doug and Yincheng will look into this.
 - Steven asked where 2022-23 Core Performance Indicator (CPI) data could be found. Doug indicated that this information will be available under the Year End Report Section of CTEIS in a few days.
 - Steven indicated that the 3-Year Instructional Design is often not accurate because courses are sometimes dropped or moved over time. Is it possible to develop a 1-Year Instructional Design for active programs. Doug will check into this.
 - Steven indicated that last year, when he imported grades, all the student contact information was wiped out. Doug will check to see if this issue was fixed.

- Now that the 2022-23 CPI data is available, Shannon wondered which year's CPI data should be used for the CLNA. Jill recommended that Shannon contact her Perkins Grant Team Leader, as the answer to this question will apply to the whole State, and should be communicated consistently.
- There was much discussion concerning Follow-Up proxy data, and if data obtained from a parent or guardian could <u>not</u> be considered proxy. Jill reiterated that, by definition, anyone other than a student is a **proxy**. The student is the only person who can accurately answer questions regarding the student's opinion of how the program relates to what they are doing.

Jill indicated that the State is required to report (to the Feds) on the placement of **every** Concentrator. Districts need to attempt to reach **all** Concentrators. The State is looking into the possibility of using administrative records to relieve some of the Follow-Up reporting burden.

- Steven requested that the following totals be added to the Follow-Up Building Report: % Responses; % Proxy Rate; Building Total Concentrators. Doug will work on this.
- There was much discussion regarding use of the on-line Follow-Up Survey, and other technology to increase Follow-Up response rates, with varied success.
- Shannon talked about Google technology being used to reach students via text. Others expressed an interest in sending the Follow-Up Survey via text.
- Stacey talked about her success in creating a mail-merge (that includes each student's PIN), using Power School and CTEIS data. She was also able to create an info sheet, reflecting all data for each student.
- Many CTEIS Users indicated that people are increasingly suspicious and resistant to Follow-Up phone calls, making it difficult to obtain student responses.
- Stacey requested that the radio buttons on the Follow-Up Survey be enlarged. (They are so tiny that it's difficult to click on them.) Doug will work on this.
- There was discussion regarding students who became concentrators as juniors, but did not enroll in a CTE program as seniors – and the difficulty of obtaining contact information for them.

Doug will investigate the possibility of creating a Program Student Report (for students still in school) that will list all students in a program, their advancement status, and grades.

- There was a question regarding when the 4483 validation function would be available. Doug indicated that the validation function will be implemented in early spring.
- Yincheng will work on the Follow-Up Survey questions considering the following suggestions:

Sheila and DyAnn recommended that the "Looking for a Job" option remain on the Follow-up Survey. (Even if the student is working, they may be dissatisfied with their current job and seeking another.)

DyAnn recommended that "deceased" be removed from the Follow-Up Survey questions, and instead, appear on the initial screen as a reason for non-contact.

Jackie recommended that, for the question regarding what the student is currently doing, "nothing" be added as an option.

 For students that were concentrators in a program at the career center, <u>and</u> a local district, Jackie asked if both programs could be included on the career center's Follow-Up list.

No, students only appear on <u>one</u> district's Follow-up list, to ensure that two districts do not call the same student. However, to assist districts with this, the **Completers in Another District** (CADR) report is available. This report lists any student who concentrated in a program in their district, but was selected to be followed-up by another district. Below are the selection criteria in order of application:

- 1. Program with greatest advancement status (A Completed program will precede a Concentrated program.)
- 2. Program with most recent course data (If two programs have the same advancement status, the most recent one will be chosen.)
- 3. Greatest amount of Added Cost received
- 4. Older Program

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 January 10, 2024 Microsoft Teams meeting, and your CEPD is not checked, please email Joan Church to be added to the attendance list.

			Representative	9-20-2023	11-15-2023	1-10-2024	3-06-2024	5-08-2024				
CEPD	Last Name	First Name	Rep	9-2	11	1-1	3-0	2-0				
01	O'Leary	Dawn	\boxtimes		\boxtimes	\boxtimes						
02	Smith	Shannon	\boxtimes			\boxtimes						
03	Wilmot	Erin	\boxtimes									
04	Pelkola	Lori	\boxtimes									
05	Miron	Jennie	\boxtimes	\boxtimes		\boxtimes						
06	Jones	Patricia	\boxtimes		\boxtimes	\boxtimes						
07	Sanderson	Hannah	\boxtimes		\boxtimes							
08	Jaroneski	Debbie	\boxtimes	\boxtimes								
09	Kania	Angie	\boxtimes	\boxtimes								
10	Tennant	Colleen	\boxtimes	\boxtimes	\boxtimes							
11	Warren	Alexandra	\boxtimes		\boxtimes	\boxtimes						
12	Young	Jay	\boxtimes		\boxtimes							
13	Zirkle (Hammond)	Stacy	\boxtimes									
14	Teske	Jocelyn	\boxtimes		\boxtimes							
15	Smith	Amy Jo	\boxtimes									
16	Reed	Carissa	\boxtimes			\boxtimes						
17	Myers	Heidi										
18	Deans	Kim				\boxtimes						
19	Nunn	Jodie				\boxtimes						
20	Graves	Kelly										
21	Mahn	Pam	\boxtimes			\boxtimes						
22	Dora	Jessica	\boxtimes			\boxtimes						
23	Mieske	Terrie										
24	Bartolowits	Megan	\boxtimes			\boxtimes						
25	Gordon	Shelli	\boxtimes									
26	Navarro	Tracy				\boxtimes						
27	Genaw	Tammy	\boxtimes									
28	Ball	Kristen										
29	Villarreal	Norma	\boxtimes		\boxtimes	\boxtimes						
30	Lloyd	Cari	\boxtimes	\boxtimes	\boxtimes							

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CEPD	Last Name	First Name	?epr	9-2(11-3	1-1(3-0	2-0					
31	Courter	Jackie	X	X	X	X							
32	Anderson	Holly	$\overline{\boxtimes}$	$\overline{\boxtimes}$					Ī				
33	Rehkopf	Jacquie											
34	Galvan	Debbie	\boxtimes		\boxtimes	\boxtimes							
35	Schomisch	Michael	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
36	Miller	Jocelyn	\boxtimes	\boxtimes		\boxtimes							
37	Kulka	Kristina	\boxtimes			X							
38	Blair	Kimberly	\boxtimes										
39	Billes	Steven				\boxtimes							
40	Williams	Shannon	\boxtimes	\boxtimes		\boxtimes							
41	Wilcox	Sharon	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
42	Evers	Jason	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
43	Jones	Charlie	\boxtimes	\boxtimes		\boxtimes							
44	Armer	Shawn	\boxtimes	\boxtimes		\boxtimes							
45	Brugger	Sheila	\boxtimes	\boxtimes		\boxtimes							
46	Rounds	Amy		\boxtimes									
47	Steinberger	DyAnn	\boxtimes	\boxtimes		\boxtimes							
48	Bressler	Elizabeth	\boxtimes			\boxtimes							
49	Kern	Trish	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
50	Sallee	Samantha	\boxtimes	\boxtimes	\boxtimes								
51	Fenning	Jennifer	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
52	Hazelman	Margo	\boxtimes			\boxtimes							
53	Hills	Michele	\boxtimes										
PTD	Wiesner	Doug	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
OCTE	Church	Joan	\boxtimes	\boxtimes	\boxtimes	\boxtimes							
OCTE	Milton	Valerie	\boxtimes										
OCTE		Jill	\boxtimes			\boxtimes							
OCTE	Ye	Yincheng	\boxtimes	\boxtimes	\boxtimes	\boxtimes							