1. Attendance of CTEIS Representatives for each CEPD (obtained from **Chat**) – see last page.

2. PTD Technology Update
    ●   MiLogin
        The transition from CTEIS to MiLogin is going well. There are still a few issues with linking MEIS accounts, but PTD Technology is working through them. The error messages have been improved to be more easily understood.

    ●   Follow-up
        The Follow-up is almost wrapped-up. PTD Technology will be contacting some of the districts to verify their data. This year, PTD will again be doing a Follow-up Study (in April), contacting students to verify the data collected.

    ●   4483 Enrollment Report
        Tomorrow (March 10th) PTD Technology is conducting a training session for optimizing enrollment reporting. To register for future training, please use this link: http://support.cteis.com/Training/Registration-General-Info

    ●   PTD is continuing to rebuild and update all existing reports.

    ●   PTD Technology is working on migrating segments to competencies.

    ●   PTD Technology will now refer to programs and courses using the terms PIV (Perkins IV) and PV (Perkins V):
        PIV – still reporting by segments
        PV – have transitioned to competencies

    ●   3-year Instructional Design Report - will now be in Excel format, and will list all segments (PIV) and competencies (PV) for each program and course.

    ●   Program Enrollment History Report – will show a student's progress through the program, by reflecting the prior year segments and competencies each student has completed. (Note: Eventually, the segments shown on this report will be converted to competencies.) This report will be an Excel export.

    ●   Competency Profile Report – will show the conversion of segments (that have been completed) and what they would look like as competencies. The combination of the Program Enrollment History Report, and the Competency Profile Report, will give the full picture of the student's progress through the program.

    ●   The Completer Assessment Report will be renamed the **Student Advancement Report**.

    ●   The CPI Reports are being updated. A few are available, and we are slowly making progress.

3. Questions and Discussion
   - Have the competencies for the Auto Technician program (CIP Code 47.0604) been updated in CTEIS? Yes, in January the old competencies were replaced with the new competencies.

   - Is it possible to add a column for "school year" to the Program Enrollment History Report? Yes, Doug will check into this.

   - Comment: In the 3 Year Instructional Design report, I've found it helpful to do a Find/Replace in the segmenting column to change the zeros to dashes (-) to make the patterns easier to read. The zeroes make it very "busy" and hard to read.

   - Many people indicated that they were having issues with the Invalid UIC Report. It's showing discrepancies in the core fields, but the information in these fields looks correct. The UIC Checker is very rigid, but PTD can take a look at the issues and see if they are okay, and allow them to pass through the checker. If users upload a large number of UICs, it can take a few days to check them all. Sharon Grover, Sharon Gerlach, and Michelle Hills indicated that they had imported their students weeks ago and they're still not resolved. Doug will check into this.

   - Comment: It was helpful when the import filter became more lenient over the years, allowing the student to be imported and fixed once they're in the system.

   - The Copy feature within Manage Enrollment isn't working. I've tried working within Google Chrome and Edge and upon giving the Copy the correct section, dates, and subsection, it comes back either as an error or maybe will move 1 student. Doug will check into this.

   - PTD is updating the validation process for Perkins V (PV) courses.

   - PTD will be adding Reports for Work Based Learning (WBL).

   - Sharon Gerlach indicated that competency D1 (for Health students in clinicals) was not available in CTEIS. Doug will check into this.

   - Steven indicated that the current year's WBL data was overwriting the prior year's WBL data. Others indicated that the WBL data was not overwriting, but instead, it was recording the data again, so that each UIC/student name is listed twice – and not merging the WBL data together. Doug will check into this.

   - Shannon had questions about the 3-Year Instructional Design Report. Doug explained that this report is grouped by program, so the first record displays program data, then course completion data is in a different column.

   - Shannon had difficulty linking PICs of previous staff to courses, and had to manually re-enter the staff. (Can't find previous staff in CTEIS.) Doug indicated that PTD is working with CEPI to increase scrutiny of PICs, which may have caused some of the staff to be removed. Teachers have to be actively employed, active in the REP (Registry of Educational Personnel) in the district, and have a valid PIC. Shannon

asked about details of what determines validity of PICs, and would like step-by-step instructions to fix them. Doug is working on it.

● PSNs have not yet been assigned to the new CTE programs. We are waiting for the GEMS automated process to be implemented.

● There are still issues with the import function. The start date has been "flipping" the month and day. PTD Technology is aware of this problem, and correction will be forthcoming.

● Steven had questions about the CIP Codes that will be going through the Career Pathways Grants (CPG) process and transitioning to reporting by competency. Jill explained that OCTE will not know which CIP Codes will transition until the grant work has been completed. Below is a link to the list of program CIP Codes that applied for CPG grants this year.

  https://www.michigan.gov/documents/mde/Career_Pathway_Grant_2.0_Awards_74
  4578_7.pdf

  Please direct questions concerning the CPG process and transition of CIP Codes to the Career Pathways Grant Project at…
      MDECareerPathways@michigan.gov

  Or you may contact MDE Secondary CTE Supervisors…
      Deb Miller
      MillerD66@michigan.gov

      Dr. Jill Kroll
      Krollj1@michigan.gov

  Or LEO Postsecondary CTE Office Supervisor…
      Keenan Wade
      WadeK@michigan.gov

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 **March 9, 2022** 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	9-22-2021	11-17-2021	1-19-2022	3-09-2022	5-4-2022									
01	O'Leary	Dawn	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
02	Smith	Shannon	☒	☒	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
03	Wilmot	Erin	☒	☐	☐	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
04	Hauswirth	Abbey	☒	☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
05	Miron	Jennie	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
06	Darling	Emily	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
07	Sanderson	Hannah	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
08	Jaroneski	Debbie	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
09	Kania	Angie	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
10	Tennant	Colleen	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
11	Smolarz	Lyndsay	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
12	Young	Jay	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
13	Zirkle (Hammond)	Stacy	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
14	Teske	Jocelyn	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
15	Smith	Amy Jo	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
16	Behmlander	Patti	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
17	Myers	Heidi	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18	Deans	Kim	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
19	Nunn	Jodie	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20	Graves	Kelly	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
21	Ferrier	Ashley	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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	X		X	X	X	
32	Anderson	Holly	X	X	X	X	X	
33	Rehkopf	Jacquie	X	X	X	X	X	
34	Galvan	Debbie	X	X	X	X	X	
35	Schomisch	Michael	X	X	X	X	X	
36	Bowers	Katrina	X	X	X	X	X	
37	Woods	Delinda	X	X	X	X	X	
38	Blair	Kimberly	X					
39	Billes	Steven	X	X	X	X	X	
40	Williams	Shannon	X	X	X	X	X	
41	Bailey	Michelle	X	X	X			
42	Evers	Jason	X	X	X	X	X	
43	Koch	Emily	X			X		
44	Keck	Jeannine	X	X	X	X	X	
45	Brugger	Sheila	X	X	X			
46	Frank	Brenda	X	X	X	X	X	
47	Steinberger	DyAnn	X	X	X	X	X	
48	Lillie	Tanya	X	X	X			
49	Kern	Trish	X		X	X	X	
50	Sallee	Samantha	X	X	X	X	X	
51	Fenning	Jennifer	X	X	X	X	X	
52	Hazelman	Margo	X	X	X	X	X	
53	Hills	Michele	X	X	X	X	X	
PTD	Wiesner	Doug	X	X	X	X	X	
OCTE	Church	Joan	X	X	X	X	X	
OCTE	Milton	Valerie	X	X		X	X	
OCTE	Kroll	Jill	X		X	X	X	
OCTE	Ye	Yincheng	X	X	X	X		