

**MINUTES**  
**MISATFOR/WEDDAC MEETING**  
**Thursday and Friday, February 21 and 22, 2008**  
**Ramada Inn Conference Center, Tallahassee**

**Joint Session for Community College representatives and School District Representatives**

**Equity**

Lydia Southwell from the Office of Equity and Access spoke about districts using proper data collection procedures. It was strongly recommended to review and revise registration processes if necessary, to avoid litigation and be in compliance with civil rights. The following cannot be on the registration form: disability (must be self-identified), age, and single parent. Race and gender may be on the initial registration form, but must have "optional" next to it. It was especially noted to avoid asking this information when students apply for limited access programs so that no one can claim discrimination if they are not admitted into a program. Once a student is admitted into a class, the information can be collected, but is still on a voluntary basis.

**NRS**

Joan Roddenberry said the feds asked Table 4B to be resubmitted because they cannot use Table 4. Everything entered online was backed out because 4B was larger than 4. Submitted files were used. DOE will match 4B data, if a student earned an LCP it is assumed they were post tested. We will receive a Supplemental Survey for 2007-2008, same as last year to report post testing. In 2008-2009, the edits and data elements will be in place.

In 2008-2009, there will be a new Table 4C to report Distance Learning Indicator and DOE will identify students if submitted as a Distance Learner.

For Table 5, the feds asked DOE to submit this in quarters, students that are enrolled in one term but gone by the next. Surveys F, W and S would each be 1/4. In the 2005-2006 reporting year, the full population of students was used, now the Adult Goal is being used to match the goal to the class with the lowest functioning level. Joan provided a handout to explain this procedure. It will be used to pull the file they need to create to forward to FETPIP to do follow up on NRS Table 5.

**Administrative Items**

There was more discussion about data collection attempts with Bill Carman. He provided a handout on an email excerpt about Perkins III issues that impact Perkins IV reporting. Postsecondary data on special populations such as single parent, displaced homemakers, etc. has declined and they are asking DOE why the LEA's are not reporting this. Bill will pursue this issue further in order to be in compliance with the Equity office and collect data for Perkins at the same time.

The Suncom system will no longer be used as of April 1, 2008. It is no longer cost effective and everyone should just use the regular 10 digit dialing system from now on.

Annual Reports Workshop – In the past, the Sunday session was used as a beginner training. DOE has decided to continue a Community College Reports Coordinator crash course in Tallahassee for 1 ½ days. Bill Carman will develop training for school district personnel possibly for 2008-2009.

## WEDDAC

Meeting called to order at 10:18 on Thursday February 21, 2008 by Christine Simonetti.

The sign in roster was distributed and the following counties were represented: Bay, Brevard, Broward, Citrus, Clay, Collier, Desoto, Duval, Escambia, Flagler, Gadsen, Hillsborough, Lake, Lee, Leon, Manatee, Marion, Miami Dade, Orange, Palm Beach, Pasco, Pinellas, Polk, Sarasota, St. Johns, Suwannee, Taylor, Volusia, Walton, Washington-Holmes.

Sue Brennan is retiring and this will be her last WEDDAC meeting. Bruce Harrington will be taking her place.

### **Statewide Course Numbering System**

Beth Gladden and Jennifer Roberts have taken over the course numbering system and they provided a handout on the project overview and timeline. They are working on Postsecondary programs only at this time and have program specialists reviewing program and course length changes. 450 hour programs need to be broken down to earn transferable credit. They are looking to make sure students can achieve completions according to the content. Input on proposed changes is due to Program Specialists by March 10, and finalized by March 31, 2008. The course code directory is being changed to reflect the new courses and should be available by mid summer. Commissioner Smith will be writing a letter to the Superintendents. Financial aid is being addressed to see if there will be an effect on aid due to program length changes. Districts will be doing back end reporting in 2008-2009 and full implementation for up front reporting will begin 2009-2010. Any questions can be directed to [Beth.Gladden@fldoe.org](mailto:Beth.Gladden@fldoe.org) or [Jennifer.Roberts@fldoe.org](mailto:Jennifer.Roberts@fldoe.org).

### **FASTER**

Pete Tanzy and Belinda Chasen are looking into a streamlined process for postsecondary student transcripts. They have met with representatives from Suwanee, Orange and Sarasota counties for input. Pilot site testing will begin soon to align with the Statewide Course Numbering System for 2009-2010. They are working to identify needed elements. Information is available at <http://www.fldoe.org/faster/>. There was discussion about students under the age of 21 needing immunization records, but the state statute reads "adult ed" and not CTE. The transcript is for grades 30, 31, not co-enrolled, dual enrolled or apprenticeship. TABE scores would be added for Basic Skills and CASAS may be added. Grades may be necessary such as CD for course demonstrated competency; pass/fail; in progress; number of hours completed, etc.

### **IPEDS**

Barbara Szasz from Orange County went to Washington last January to represent Florida technical centers for IPEDS. There are 37 public non degree institutions reporting to IPEDS, with Florida being the 3<sup>rd</sup> largest. The five largest programs are Cosmetology and Allied Health. Some programs won't have completers and IPEDS will supply a better definition for completion. There was a date certain and now there is a date range window which may cause edits. Financial reporting needs to be addressed with the 37 districts and Barbara asked each district to let her know if they had not submitted the financial part of the report yet. They are working to reduce the amount of information to be reported. Completion reporting will be the same. Affordability index was discussed to be looked at program by program for costs. DOE is hoping to do a comparison on completers that don't match since definitions are different across districts.

## **Review Directory**

Debbie Fitzpatrick passed out a handout on the Technical Center Directory and said this is a valuable tool for communication between the DOE and districts. This is web based and each district needs to have one reports coordinator to maintain their district directory. Great job to Collier and Pinellas counties for maintenance during the past 6 months. All data entry must be completed by 7/31/2008 because this will be the sole communication between the DOE and districts as of 8/1/2008. This will eventually be used more by commissioner's office, FACS and other DOE staff. Remember security and to change password as necessary with staff changes. Instructions are available online and contact [Debbie.Fitzpatrick@fldoe.org](mailto:Debbie.Fitzpatrick@fldoe.org) with any questions.

## **Hours to Completion**

Manny Castaneda spoke about keeping track of a running total of hours to completion for Perkins concentrator purposes. The original proposal was to let DOE compute this with the thought that the hours would be calculated for every OCP submitted. Enrollment hours are not accepted as a proxy for completion by DOE. This will not be an issue for 2009-2010, only for the 2008-2009 reporting year. A motion was approved for the following as a WEDDAC recommendation to fill the gap for 2008-2009: 1. Let DOE handle the OCP side to compute completion hours based on earned OCP's. 2. Hours without an earned OCP will be submitted in an end of year format by districts. It is up to districts to determine how earned or completed hours are to be reported before or after earning an OCP. It is in the districts best interest to have a balanced amount of concentrators. A student with one third of completed program hours is considered a concentrator.

## **Data Element Review**

Hours to Completion – Modify to exclude OCP's. Send with Survey S in a flat file thru NWRD.  
Industry Certification Indicator – For Secondary and Postsecondary vocational students, restate the definition to read “certification earned by student”. Add “N” for no certification earned. Sue Brennan will check on how out of state certifications will be handled. There was much discussion about the completion record possibly to merge with the end of term record or to do away with it in 2009-2010. Another question was on students who wait to earn certification, if DOE can match to prior year, and this will be addressed with Tara Goodman. There are age limitations for secondary students earning certification and this will need further discussion with program people and WEDDAC.

Course Grade for 2009-1010 – Sue Brennan will go back to the program people and discuss this. It will be used to determine concentrators for Perkins and FASTER. A statewide standard should be developed based on a percentage of program completion to determine a grade.

Distance Learning Delivery Indicator – The definition has changed to “the student and instructor are separated in time and/or place during 50% or more of the instruction.” Code X has been added for combinations of technology which do not meet 75% requirement.

Program Entry/Program Exit Date – This is required for Adult General Ed NRS follow up. It was suggested DOE look for earliest and latest dates for program. This is tabled and will require further discussion. A subcommittee or conference call will be set up.

Test Name/Test Score – This is needed for NRS and is tabled again. WEDDAC had already agreed to enter a code of Y for post test. DOE will assume students with an LCP have been post tested and they can pull students with no LCP and look for code.

Co-enrolled – Mark Baird clarified the need of a grade level 9-12 co-enrolled data element for NRS purposes. This is up for further discussion with Tara Goodman and is tabled at this time.

Minutes from the November 2007 meeting were approved with one change to add Flagler County in attendance.

Reports Review – Handouts were given out for: Enrollment and Instructional hours for AGE and PS vocational, Surveys F and W combined, Survey X and S comparisons for headcount and enrollment, Adult Student Goals for survey F and W.

EOY Processing – A schedule was handed out regarding the close of official year one week earlier.

#### Open Agenda

Sue Brennan will ask the Equity office for further clarifications and solutions to help districts in collecting data for feds.

Any willing participants that would like to provide input for any items discussed during meeting are asked to email [Sue.Brennan@fldoe.org](mailto:Sue.Brennan@fldoe.org)

2009-2010 Statewide Course Numbering – Further testing will be needed to determine if the edits are working. Terms district users may want to get together so their data processing departments have time for software changes.

There was a question about what to do with Prior year grades that do not match and to email Sue Brennan or Bruce Harrington with specific questions.

It was further clarified that it is ok to have grades 9-12 enrolled at adult schools as such.

Funding will be discussed at Friday's meeting.

Meeting adjourned at 4:27 p.m.

### **Joint Session for Community College representatives and School District Representatives Friday, February 22, 2008**

Bill Carman gave thanks to all participants who helped put the meeting together. It was a big success with the largest turn out so far of 119 people in attendance.

The sign in sheet is mandatory in case they need to confirm attendance for anyone.

Bill asked for everyone to fill out a meeting evaluation form and provide feedback.

An award will be revived for Community Colleges who submit data on time. It is the CAT award for consistent, accurate and timely submissions. There will be a criteria list with a point system beginning with the summer of 2008-2009. A data quality award will be developed for districts possibly in 2009-2010.

The Annual Reports Workshop is scheduled for July 20 – 24, 2008 in Jacksonville.

The next meeting is April 17 and 18, to be held at Santa Fe Community College in Gainesville. Since they are only allowed to use “green hotels”, there are two hotel offerings. The college has planned some special events and the meeting on Thursday will end by 4p.m. in order for people to visit the Planetarium. Space is limited to 64 seats. The zoo will offer student guided tours after the meeting on Friday.

### **IPEDS**

Judith Thompson discussed this and had several handouts. An email was sent out to reports coordinators on February 8 about new CIPS. The race/ethnicity data collection is based on a two question format but will need to be aggregated in order to report to IPEDS. New reporting codes will begin 2010-2011 for K-12. All are required to resurvey staff and districts are required to resurvey students as well. A general directive will come from DOE. Links and contacts are on the handout. Districts had a question on how to handle the finance survey and Judith will contact the IPEDS people. Data problems should be fixed before upload. After that, if any data changes are necessary, please contact Judith before changing anything.

### **Perkins IV**

Tara Goodman stated the Perkins plan will be submitted on or before April 1, 2008 to Federal Government. It was already approved by the State Board of Education. Baseline data was not yet completed and should be ready for the April 1 submission. RFA’s will be posted within the week. Teleconferences will be held and accountability sessions will be videotaped. There is 4 million less for 2008-2009. Kathleen Taylor will post a list of secondary courses on the website.

### **Funding**

Tara Goodman passed out a handout on 2007-2008 draft reductions for workforce and performance funds. Legislature is to pass bills. The total cut in workforce dollars is very close to what is on the Senate handout and the House will be similar. There is a 7.7 million dollar cut to workforce. Succeed Grants are cut by 4%, Career Academy and Postsecondary grants are included. More cuts are expected for 2008-2009 and will be a proportionate percentage across districts. Adult with disabilities funding will also be reduced.

Minutes respectfully submitted by:

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