

WEDDAC Minutes
Thursday, Oct. 30, 2008
Clearwater Beach Florida
Submitted by: Frances Tamayo, WEDDAC Recorder

Charles Tacot called WEDDAC meeting to order at 10:40. Minutes for April and July were provided for review. Minutes were approved as submitted for both April and July. Bruce Harrington thanked the past year officer's for serving on the WEDDAC committee, and also welcoming the new officers.

Handout provided to compare OCP's and LCP's reported in 2008-09 to 2007-08. Note that LCP's from GED were not counted. This information will now be obtained from the GED data base to avoid duplication from one county to another. Handout on Survey F was based on what had been reported to the WDIS data base?

Proposal was made to extend the WEDDAC breakout session into Friday mornings. Discussions included: limited district information presented on Fridays – MISTAFOR meetings are continued on Friday mornings, travel restrictions, less meeting time for group, flight times, conference call, and or video conferencing. The February meeting will be held in Tallahassee – final outcome was that Bruce would see if we can extend the WEDDAC Breakout into Friday morning.

Implementation of the statewide common course numbering system was discussed. Stages include the following:

Phase 1 – Back end reporting

Phase 2 – Front end reporting

In 09/10, pg. 3 handout, all SCNS must be reported for all students, which will include instructional hours. Courses will be linked to clock hour program. Problem

discussed was how course enrollments crossing surveys or years should be reported.

Completions must be linked to the program and course. Full Program completers, OCP's and Technical Skill attainments must be reported linked to a program.

- DOE is looking at this information according a WDIS prospective and or Transcript prospective
- District prospective – issuing grade for course: A, B, C, D, F, Pass, Fail, Satisfactory. Grade will need to be reported.

Barbara from Orange County added that the field could be left blank if enrolled but student had not earned an OCP. The concern was that blank fields could just be an oversight not a true reflection of actual data. If the student had earned an OCP then field would be entered as passed. Questions arose on whether the frameworks will be ready in January for April implementation, which is the beginning of Miami's school year. Bruce indicated that the frameworks for the common course code numbering were complete and the technical assistance paper will address financial aid issues. Course linked to completion, see pgs, 4, and 5 of handout.

Discussion on separate completion format: Full Program Completer. DOE prefers districts to submit the data to DOE versus pulling the data from existing data.

Class hour reporting discussion included:

- Reporting hours from start to end of class,
- Prorating usage when crossing surveys, which is common across districts
- Reporting of hours in one or both surveys, suggestions included use of ending date, assistance from technical assistance group

In addition to class hours, industry formats need to be added and the completion would be tied to the student and program. Course record would be needed for prior year reporting, which needs to include the Teacher's demographic record. The recommendation of the group was a single completion format using a dummy number to report industry certification, which Bruce would create for us to use. It would be reported as a separate item and the student course record would be kept. If a student was enrolled in more than one course at same time, this would be included on the exception report. A concern was expressed in regards to inflation of instructional hours.

Break for Lunch - 12:00

At 1:06 meeting resumed. A scheduling discussion was to be conducted after Tara's 9:30 conference call. If districts needed to discuss how long OCP's were broken up, they are to contact Beth Ladden or Jennifer Russell.

Discussion on changes implemented and proposed to the 0809 handbook were as follows:

- Addition of new race/ethnicity data elements for local use only – maintain old, report old codes for 2008-09. For 2009-10, use old and new codes. For 2010-11, use new codes only.
- Edit 41 would be deleted as redundant
- Edit 73 needs to be edit 84 – DOE will wait until 2009-10 to change
- Adult functioning level of Z or blank was proposed with edit to reject record in 2009-10 for CWE. Bruce will work with Neal on using Z versus a blank field.
- Dual enrollment edit 14 modification to make “C” only valid for PSAV or ATD, not CWE

- Proposed change to edit 14 for Adult Ed for Post Test to be added as an exception
- Proctored Test element for NRS purposes, which includes Teacher record – Distance Learning – discussions about testing required on-site. Adult High School is the only group this affects. DOE would check to see who reported. Suggestion was made to modify the current data element, but more information would be needed, therefore this should not be implemented this year. Poll was taken separate data element. Vote was no more data elements. Discussion included that something was needed by year end or districts would have to submit a supplemental file. Questions arose about how adult secondary students were post tested. Bruce would get guidance on this.
- Teacher Course/Vocational student course matching - the course/section duplication should only occur when more than one instructor is teaching course. Issues arose with same course/section number for various instructors, program cost reporting issues. A suggestion was made to duplicate teacher records. Changes to the 2009-10 WDIS reporting handbook include new race/ethnicity data elements, as well as reporting guidelines for mapping and bridging.

Changes to the 0809 Secondary Vocational Reporting included an addition of prior year industry certification. For 07/08 the edits were deactivated. The certification should be reported when earned. DOE will go back in the data to find them. It was reiterated that the certification list can change. Move the CAPE academy identifier to the Federal State Indicator. There is a need to report dual enrolled industry certification accurately. DOE will go back 3 to 4 years to identify

students in CAPE who have earned industry certification for funding purposes.

Discussions included the following:

- changes to secondary students dually enrolled are not reported on the vocational course record
- There is no bonus FTE, but need Industry Certification.
- Matching of survey 5 to WDIS.
- Dual enrollment not reported on survey 5
- Secondary student course record/vocational student record
- Survey 2/3 – also report on Survey 5
- Follow up conference call discussions – why can't the information come directly from WDIS – August Survey with a cross reference to Survey 5 from October – group would like compromise.

The WDIS course status included in packet on page 7 will not be used.

Districts requested that mid year/EOY reports be in a format that can be exported into excel. PDF is a quicker process for DOE; therefore this is what is used. If the district has the full version of Adobe 8, they can export the file to WORD and then to EXCEL.

Discussion on co-enrolled students included adding edit flag for co-enrolled students which would indicate that students are truly co-enrolled from surveys 2 and 3. Suggestion was made to match against survey 5, noting that there will always be an error rate. Manny motioned to have DOE use grade level 9-12 with a program level of 990010 to determine co-enrolled status and DOE will generate exception report list that we will review. This was seconded and

approved. DOE noted that without a generic flag there will still be problems. The matches will not count for NRS. Survey 2 would be matched to the co-enrolled flag.

Additional hours earned reporting for Perkins will be required – see page 36 of handout – this is not optional. Districts could report hours after last OCP in supplemental file. This information is for Perkins Concentrators and is auditable.

Edit 71 removed for homeless student.

IPEDS handout on winter survey to fall enrollment was provided. In comparing WDIS to IPEDS:

- Enrollments did not agree with information reported in Survey W
- For some institutions there was agreement in PSAV and Apprenticeship
- For others agreement was with PSAV only
- Others were not close, but found some agreement with PSAV

All students who receive federal financial aid are considered degree/certificate seeking. Survey W numbers were closer than Survey G. Colleges use the preliminary fall enrollment for the fall enrollment survey. DOE requested feedback on what the differences were. Questions from DOE included: What students were included, how do we determine full-time/part-time students, how do we report transfers-in. There was an indication that some of the discrepancies were due to timing issues. If Survey G's close date was closer to IPEDS end of October date the match would be closer.

The IPEDS finance parent/child relationship had been previously misstated in July. Rather than changing the technical institutes to a full-child relationship, the

suggestion should have been to change everyone to a partial child relationship. The group wanted additional time to investigate.

Data element review included the 1st time indicator and the Internship Participant. The consensus was to keep the 1st time indicator because it is used for IPEDS and to investigate where the internship participant element is being used.

Discussion on when is the best time to close the master school file – should this be done when reporting the MSID for the Prior year or closed at the end of the summer. Data currently kicks out. DOE would like to make as an exception for districts to double check.

Districts were reminded to go to the following web-site to update their Tech Center Directory <http://data.fldoe.org/ccdir>

The new update window is now the date report is due, as well as the required load date. This creates a smaller update window, which requires updates to be done by the close of the survey. Survey S will finish when window closes. DOE would like us to use updates for updates only not initial loading. Survey F & G window is from Sept. 1 – Oct. 16, the due date is Sept. 11. Survey W and X window is from Jan. 5 to Feb. 26 with a due date of Feb 5. Window S is from June 8 to July 15, with due date of July 2. Update window is from July 20 to August 3. Question on program entry and exit date – this should be either the end date of survey or zero.

For prior year reporting, we cannot count instructional hours or enrollments, but can add LCP's, OCP's, and Full Program Completers. This does not update last year's data. The additional data is counted in the current year. Other required formats must be reported such as demographics and end of term status. Exception is the teacher course

record. Missing formats will appear as validation errors, which means the records cannot be used. Handouts were provided detailing the prior year implementation notes.

The share point portal will be discussed at the February meeting.

The industry certification Appendix Z is now available, which includes postsecondary, secondary funding flag, and secondary industry certification reporting issues. The industry certification is not for multiple assessments.

Meeting adjourned at 4:22 pm