

Carl D. Perkins Monthly Conference Call
Thursday, June 12, 2008
2:00 P.M.-3:00 P.M.

Meeting Minutes
(Minutes prepared by Tawanna Fields-Mphande)

Welcome and Introduction

Tony Landis, Assistant Director, Ohio Board of Regents (OBR) provided a welcome to the Perkins coordinators and gave an overview of the meeting. Introductions were given.

Landis noted that the focus of this meeting was to review the following:

- Discuss the data submission process
- Perkins 5-Year Plan
- Q/A session

Data Collection

Darrell E. Glenn, Director of Data Management and Analysis discussed the data elements specifically around special populations. The three categories of concern are students with disabilities, displaced homemakers, and migrant students. Collecting this information will be challenging nonetheless; the federal government is requesting that we report on this data.

Question/Comments

- **The population of students we are collecting data for is as follows: Academic year 2007-2008-one year lag in data**
 - **Migrant students and Displaced Homemaker**-we do not have a clear definition with reference to migrant students furthermore we are not sure how to report on this data. Collaboration efforts between OBR, Perkins coordinators, and the HEI liaisons will be imperative in gathering this information.
 - **Student with disabilities**- According to Attorney General office and the OBR legal department we can now collect data for displaced homemakers for reporting purpose
- **How will the data be collected?**
 - The initial data collection process will be an informal reporting process for the first year.
 - The data will be collected from your campus annually and classified in three categories: Migrant students, students with disabilities, and displaced homemakers.
 - The information will be saved in a secured encrypted server considering the sensitivity of the information that is collected.
- **When should campuses submit this data?**
 - October 2008 however this is a tentative date
 - Reports are submitted to the federal government in December of each year
- **What will the submission look like?**
 - The initial document will be a single field submission to simplify the process. Eventually, we will add more fields.

- **Glenn** will send a mock template of the submission file to the Perkins coordinators and the HEI liaisons via email
- **Should we continue to report students that change his/her eligibility status during the reporting cycle?**
 - According to **Louis Niro**, Director, Cuyahoga Community College stated the initial assessment of a student determines eligibility for reporting purposes throughout the student's academic vocation. The student will continue to be counted from that point forward until we come up with a state regulated process.
- **Displaced Homemaker seems to be associated with Adult Career Centers do you consider this to be true?**
 - Not necessarily, Displaced Homemakers exist on all campuses however; it is my understanding we may need to educate our students and staff as to who is considered a Displaced Homemaker. (**Landis**)

Areas of Concern

- We need to educate our students considering there is a learning curve regarding migrant students and displaced homemaker. Most students may not identify with the set criteria's
- The data collection for the three concentrated areas will be very difficult to obtain
- We should consider best practices from other states that have been successful with the data collection process since this a national concern.
- The data collection process should be mandated given that we do not know what to collect
- We need national state guidelines

5-Year Performance Plan

Question/Comments

- **Do we need to list the number of career fields at our institution?**
 - We have not provided you with this information therefore; you do not need to report on this. Currently, we are in the process of creating a crosswalk for the 16 career fields and that information will be provided once completed.
- **Should the College Tech Prep Representative assist with the Programs of Study (POS)?**
 - Make sure your College Tech Prep person is involved with the 5-Year Planning process considering they are very knowledgeable of POS.
- **Can we submit are budget in the Comprehensive Continuous Improvement Plan (CCIP) prior to the approval of our 5-Year Plan?**
 - The 5-Year Plan must be approved first before submitting information into the CCIP system

Next step for the approval process

- Eight of 5-Year Performance Plans were sent to Ohio Department of Education (ODE) for approval.
- The remaining 14 campuses will receive email notification outlining the suggested modification for approval

- **Approved Plans**-The Perkins coordinators will receive a letter from ODE stating your plan has been approved
- **Signatures**-Send the signed approved plan to the following address:
 - Anthony Landis
 - Ohio Board of Regents
 - 30 East Broad St., 36th Floor
 - Columbus, Ohio 43215

Updates

- Monthly conference calls will resume September, 2008
- **Perkins Advisory Team:** We will contact you soon regarding the implementation of the team

Adjournment 3:15 p.m.