

User Advisory Board (UAB) Meeting Minutes
 Thursday, December 17, 2009
 DPI, Room 224

Attendees:

Attendee's Name	Affiliate
Ms. Monica Adams*	Watauga County
Mr. Joe Baisley	Currituck County
Ms. Betsy Baugess	DPI, NC WISE Software and Data Management Manager
Mr. Jeff Baxley	DPI
Dr. Angie Blalock*	Burke County
Ms. Michele Burton	DPI, Communication Specialist
Mr. L. Russell Dixon*	Granville County
Ms. Terra Dominguez	DPI
Mr. Scott Douglass	DPI
Ms. Laura Elliot*	Iredell-Statesville
Mr. Wayne Flint*	
Ms. Erin Foil*	
Ms. Debbie Harman*	Winston-Salem/Forsyth
Ms. Nancy Hatley*	Stanly County
Ms. Jody Hawley*	Cumberland County
Ms. Emily Jones*	New Hanover County
Ms. Doris Kitts*	DPI
Ms. Dot Lodge*	Gaston County
Ms. Alicia McGee	DPI
Ms. Holly Murray*	Asheville City Schools
Ms. Jane Peebles*	Buncombe County
Mr. Karl Pond	DPI
Ms. Phyllis Price*	DPI
Mr. Brian Tenpenny	DPI
Mr. Ken Weiss	DPI
Dr. John Wetsch	DPI, Academic Services IT Director
Ms. Cynthia Wright*	Roanoke Rapids City
Mr. John Wykoff*	Chapel Hill-Carrboro City

Call to Order and Welcome: Mr. Tenpenny welcomed all attendees and asked for introductions. Mr. Baisley announced the minutes will be approved via e-mail within the next few weeks.

CCB Update: Ms. Hatley gave the CCB update stating the Student requirements were reviewed and discussed. There are still some points of discussion for Incidents that should be completed at the next meeting. Also, the 2nd Generation brainstorming session was conducted to introduce any outside the box thinking. The symposium meeting was

mentioned during the roundtable and more details are being developed. Additionally, the Transcript enhancements particularly eighth grade for high school credit will be checked on by Dr. Wetsch. The Hardware requirements related to the new version was discussed.

Service Desk Update: Ms. Johnson reminded everyone to register for symposium. The registration is increasing on the DPI side. The symposium will be February 22-24 noting that registration will be February 21. If anyone needs a copy of your registration, please contact Ms. Johnson. Be aware that registration is not complete until the payment is received. However, she included to be sure individuals making hotel accommodations are specifying it is for symposium. There are several issues that the NCDPI Service Desk is resolving based on previous requests. She stated that callers should not experience slow down during the holiday because staff members are available for normal business hours. Please note that staff will not be in office December 25 and 26 and January 1, 2010. Also, she asked if there were any issues that needed to be reported to the NCDPI Service Desk. She addressed a concern mentioned about the symposium meeting when it relates to LEA presenters teaching other sessions. She indicated it would be hard to have a meeting when other sessions are not occurring. Therefore, members would have to determine whether to have the meeting or not.

Race/Ethnicity: Ms. Price and Mr. Weiss reviewed the Student requirements. Dr. Blalock asked about a second upload given the short timeline. Mr. Pond, the business owner explained the process using the current timeline. However, he believed it is possible to complete another upload. Dr. Blalock questioned if the next upload would be managed or can be randomly sent. Since Ms. Baugess is on vacation and is needed to help make a determination, a communication will be sent to inform members regarding a potential second upload. Mr. Dixon inquired about how new students will be handled. There were questions to clarify the importance of the data submitted and when the changes will be made to the system. Mr. Baxley indicated the amendments will be made by mid January and the details will be sent to members before to the data input. The document should be saved as csv or the Excel format. The AdHoc fields that will appear in January are supplementary to the race fields that are present now. The initial race field should not be ignored as it will be populated in the old field. Ms. Hatley gave an example if a Hispanic student registers and a fills the form with new requirements marking Hispanic Latin ethnicity. Then, the old race should be Hispanic and new AdHoc fields should be Hispanic ethnicity and which other race the student selects. Mr. Pond confirmed this example would be correct. Also, Ms. Hatley asked for assistance on how other LEAs are handling Hispanic students' race/ethnicity because many students do not like the current options provided. Many members stated that they are experiencing similar problems. In turn, many observant statuses are being used. Mr. Pond said as long as students are given the opportunity to identify their race then the objective has been accomplished.

AHR: Mr. Weiss reported that there have been some performance issues. However, there is an aggressive hardware plan in place for execution. A project update will be given to the ESC next month.

2nd Requirements: There were no new brainstorming ideas at this past meeting. The Student and Attendance Requirements have been approved by the Student Council.

Other Comments: It was mentioned that SAR edits have been received but not returned. However, edits will be sent soon with instructions.

Action Item(s)	Responsible Person(s)	Due Date	Deliverable
Race/Ethnicity Follow up	Besty Baugess and Karl Pond	Next meeting	To continue researching and provide any updates to members

Mr. Tenpenny adjourned the meeting. The next meeting will be January 21, 2010 at 1:00 p.m.