
Virtual Education Advisory Committee Meeting Information

Date: June 15, 2017

Location: WebEx

Time: 2 pm - 3 pm

Presentation: <https://goo.gl/izjNff>

Attendees: Brent Bacon, Jed Cicarelli, Laurel Ballard, Robin Grandpre, Amy Starzynski, Richard Parker, Jeff Verosky, Angelique Littlejohn, Jamie Christensen, Summer Stephens, Representative Freeman, Nick Bellack, Nancy Johnson, and Aunie Johnson,

Agenda

1. Welcome and Overview
2. Proposed VE ADM Calculation Model
 - a. Model [Text Document](#)
 - b. Model [Visual Representation](#)
3. Required [LMS Components](#)
 - a. For ADM Documentation
 - b. For Monitoring Academic Progress
4. Upcoming Business - WSN Course Documentation

Notes

Participation: Virtual Education course participation has to be documented in the LMS, and has to be clearly identified and approved by the WDE. Examples of documentation can include items that are recorded by the LMS or by the teacher.

If we set up some parameters on what documentation might look like and then the districts can check off of the approved list when submitting a course for approval?

- We want to make sure the information needed to monitor and audit are in place from the start. We don't want districts to not be able to verify documentation after the fact.
- Districts could possibly add to the approved list as long as they can ensure that record keeping will be available for audits.
- The committee will have to look through examples and decide what will be on the final list.

Virtual education ADM will be calculated by participation and NOT attendance.

There will still be error checks for district transfers or calculations that come back at more than one ADM. Fractional ADM will occur when the student transfers from one Wyoming school to another.

When does enrollment actually start?

- This becomes important when the student does not complete the course.
- In the case where a student does not complete the course and was not actively participating for 10 consecutive days, the students will be excluded from membership after the 11th consecutive non-active day until they start participating again.

If there is one student full-time at virtual academy and are taking two brick and mortar from another district, how is the ADM calculated?

- There is a process that catches these instances because that student will be flagged as exceeding the one ADM in validation checks.
- A records request is one of the measures to notify districts that they are enrolled in another district.
- This could be something that we put in rules to ensure communication between district to ensure that they are aware that they have students taking classes elsewhere.
 - Districts can discuss who will claim ADM for classes that go above the full-time load. This usually needs an MOU.
 - This is something that can be checked with each WDE684 rather than only checking at the end of the year.

LMS ADM Requirements: We need to ensure that the requirements that will be needed to track participation that the LMS can also track these same requirements.

- See what the statewide LMS can track and then check with the other institutions to ensure their LMS can also track them.

Homework: Virtual Education course submission needs to have new requirements due to the removal of the Digital Learning Plan in SF35. More information about the course approval requirements will be emailed out to the committee for input.

Open Action Items

- ❑ Look to ensure participation components can be tracked in the statewide LMS (Laurel)