**Virtual Education Advisory Committee Meeting Information**

**Date**: November 20, 2017

**Location**: Online Video Conference

**Time**: 1:00 pm - 2:00 pm

**Presentation:** [Slides](https://docs.google.com/presentation/d/1FhL2Vos2paBv-LAqO7SBO7yf_Z-UxdGeqilWx0dpGbg/edit?usp=sharing)

**Committee Members**: **Angelique Littlejohn**, Jamie Christensen, **Jeff Verosky**, **Katie Swistowicz**, Laurie Davis, Nancy Johnson, Nick Bellack, **Representative Freeman**, **Richard Parker**, **R.J. Kost**, Senator Ellis, **Shannon Siebert**, **Steve Hopkins**, **Summer Stephen**s, Tanya Siestoros, **Zeta Anderson**

**WDE and FLP Advisors:** Brent Bacon, **Shelley Hamel**, Jed Cicarelli, **Kim Morrow**, **Laurel Ballard**, Robin Grandpre, **Lori Thilman**y, **Amy Starzynski**, and **Andrea Johnson**

**Guests:** Bob Jensen and **Josh Daniels**

**Agenda**

* Welcome and Overview
* Virtual Education Updates
  1. VE Course Lists and Syllabi Collection
  2. Virtual 307 Brand and Website
  3. Virtual Education Coordinators
  4. State Accreditation System - Virtual Education
  5. Second Emergency Chapter 41 Rules
* WDE728 - Virtual Education Vendor Teacher Collection
  1. Collection purpose and timeline
  2. Virtual Education Teacher Certification W.S. 21-7-303(b)
  3. Letter to VE vendors
* Regular Chapter 41 Virtual Education Rules Revisions
  1. VE Program letter of intent approval process
  2. LMS criteria if not using an SIS
* Next meeting 11/27/17 from 2-3 pm

**Notes**

**Virtual Education Course Lists and Syllabi**

* 2017-18 VE Course Lists and Syllabi Status
  + Ten districts confirmed courses are being offered
  + Nine submitted the VE Course List
  + Seven submitted Course Syllabi
  + Four districts pending
* The syllabi are being reviewed and approved by WDE Content Specialists
* The Course Lists are being compared to the WDE638 and Hathaway courses

**Virtual 307 Brand and Website**

* A brand has been developed but not yet reviewed by WDE leadership
* The Virtual 307 website has been updated with all focus group input
* The VE Course Lists and Course Syllabi will be posted to the website searchable database
* The anticipated website launch date is January

**Virtual Education Coordinators**

* Each district has assigned Virtual Education Coordinators
* VE Coordinators will receive training on the use of the Virtual 307 website, the WDE728 Collection and the Chapter 41 Rules and virtual education policy

**Virtual Education Accreditation Process**

* The State System of Support Team has developed a state accreditation process
* Virtual Education is one of the 25 accreditation areas districts will report on annually
* The report items pertaining to Virtual Education will be high level compliance assurances

**Chapter 41 Virtual Education Emergency Rules**

* A second set of emergency rules has been submitted to replace the current set that expire on 11/22/17
* The Rules are posted to the WDE website with an input form but no one has provided feedback

**WDE728 Collection**

* Virtual Education Vendor Teacher Collection
  + WDE collection to verify certification of VE teachers not employed by Wyoming school districts
  + This collection is needed since the statute revisions from the 2017 session removed the requirement that virtual education teachers be employed by the school district providing the courses
  + Collection will be open Dec 1, 2017 - Jan 16, 2018
  + Postsecondary faculty teaching secondary courses under W.S. 21-7-303(b) will also be collected
* The Collection Memo will go to superintendents 12/1/17 and to districts 12/4/17
* A stock letter to virtual education vendors will be included with the Memo for districts to send to vendors who provide online courses (with or without teachers) to be used in a Wyoming VE approved program

**Chapter 41 Regular Revisions**

* VE Program Letter of Intent approval process
  + Section 3(f)
  + Provide a process if the approval is denied
* Use of an LMS in place of the district SIS
  + Section 8(c)
  + Set criteria if virtual education participation records aren’t transferred to the district’s SIS
    - Add language that if the letter of intent is denied due to an assurances discrepancy or accreditation status, the district will have the opportunity to send an updated letter of intent when new or additional information is available.
  + The assurances statement for virtual education program application and renewal will include board approval and a signature from a board member.

**Action Items**

* VEAC members provide feedback on the revisions through the shared Google document