



“Kids First, New Mexico Wins!”

Staff, Courses, Class Rosters & Licensure – What’s New in STARS for 2016-17? Changes/issues this year.

Presenter: Alecia Moll - IT
alecia.moll@state.nm.us; 505-827-6502





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NEW NEXT YEAR 2016-17



New Early Childhood Licenses (2016-17)

New License Types:

- 251 Birth-Pre K Early Childhood Education
- 252 Pre K-3rd Grade Early Childhood Education
- July 1, 2016 Licensure Bureau will start issuing new Early Childhood licenses
- Similar to 250 Early Childhood Birth-3rd Grade license (may eventually replace it)
- Licensure Requirements will change in 2016-17 to allow a 251 and 252 license where 250 currently resides
 - Affects both Staff Assignment (positions) and Courses
- NMAC-NM Administrative Code: 6.61.11 & 6.61.12

New Staff Termination Code (2016-17)

New Code

- 19 Left to teach in BIE school in NM

Identified in STARS manual vol. 2, Appendix D – Other Codes Sets, 2. Termination Codes

Purpose: Requested by Indian Ed bureau. Fills in missing gap with termination codes (otherwise this situation coded as 99 Unknown Reason)



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New Course Codes (2016-17)

May be new course codes from College and Career Readiness bureau which will be listed in the STARS manual this Summer.



Deleted Course Codes (2016-17)

Deleted “Pre-Algebra I” courses because don’t align to standards:

- 2008 Pre-Algebra I, Intervention-Grade 9
- 2021 Pre-Algebra I-Grade 9
- *Algebra I intervention course code (2009) still exists

STARS manual change for clarity:

- For math course code descriptions, change “Not for Graduation Credit” to “Allows Elective Only Credit.”

Online Course Changes (2016-17)

New field #15 “Course Delivery Model Code” in template *STUDENT COURSE ENROLLMENT*

▪ Values

- FF = Face-to-Face
- HY = Hybrid
- DL = Distance Learning

Change to field #16 “Course Content Code” in template *STUDENT COURSE ENROLLMENT*:

- Remove ONLINE
- Move HYBRID to new Course Delivery Model field

Online Course Business Rules (2016-17)

New Course Delivery field:

- Required for everyone
 - Vendors may want to auto-populate Face-to-Face in SIS (most classes)
- If choose “Hybrid” or “Distance Learning” then “Course Content Code” required (specify vendor i.e. Edgenuity, IDEAL, etc...)

Online course offered through:

- Hybrid (Blended Learning; may include computer-based)
 - Local instructor (not dummy Staff ID) reported in Course Instructor
- Distance Learning
 - Dummy Staff ID 888888888 always reported in Course Instructor

Note: ONLINE was too generic, now will need to choose.

New Indian Ed bureau reports

Path: District and Location Reports > Indian Education Reports

[Class Roster for Staff with 520 Native Language and Culture License](#)

- Available now

[Native American Staff by District, Location, Assignment includes FTE](#)

- Available now

Native American Students Class Roster

- Include tribe. Available next year.

Changed Indian Ed bureau reports

Path: District and Location Reports > Indian Education Reports

Staff by Race Ethnicity, Tribal Affiliation and Licensure

- Added prompts for Staff Assignments (Positions) and Licenses
 - i.e. List of Teachers with specific Teaching license(s) (not everyone with a teaching license is performing TEACHING job duties. Principals often have teaching license as well as Admin license.)
- Added email address & Staff Assignment
- Only includes staff reported in a tribe
- Includes 12 prompts for narrowing dataset



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CHANGES THIS YEAR 2015-16



Teacher Attendance EOY Collection 2015-16 Change

- Number of Days Absent for Teachers collected ONCE per year (Beginning-of-Year through End-of-Year)
- Only required if Teacher Attendance chosen as measure in evaluation plan
- Must be submitted in STARS (no more SharePoint site)
 - Start Date MUST be 2015-07-01
 - Even if person hired AFTER this date; Even if this isn’t your district/charters first day of school
 - End Date MUST 2016-06-30 (last day of school year in STARS)
 - Even for year-long schools; Even if your school year ends BEFORE or AFTER this date
- ~~Doesn't include SUMMER school (Only applies to 40D-EOY)~~ (NMTEACH July 15 deadline covers last EOY submission)

Teacher Attendance (continued)

Issues:

- If teacher works in multiple schools, may roll-up “number of days absent” to ONE school
 - Preferable to report same school where observation occurred
- Remember to convert HOURS into DAYS. Definition in STARS manual states, “Number of Days Absent”.
- Even though eDM requires a start and end date of 7/1-6/30, when pulling data from your systems to populate Staff Attendance Template may opt to use your “actual” dates for determining the data to include. i.e. 8/2-5/31 vs. 7/1-6/30, so Summer school isn’t inadvertently included.

Teacher Attendance Reports

Path: District and Location Reports > Staff > Teachers > Teacher Attendance

Teacher Attendance for District, School, Year-STARs

- Lists data from *Staff Attendance* template based on Start Date (7/1/2015)
 - For 2015-16, should only be ONE record per teacher (7/1/2015 date)

Teacher Attendance Missing Days Absent

- Lists staff reported sometime during the year in a TEACHING Staff Assignment Code that were not found in *Staff Attendance* Template (above).

Path: District and Location Reports > Template Verification Reports > Staff

Staff Attendance Template Verification

eDM Validation Rule Change for Contract Start Date

Issue:

- Doesn't apply just to teachers but principals as well. In future could be used for other certified staff

New Validation Business Rule:

- Applies to STAFF and STAFF SNAPSHOT
- Applies to CERTIFIED staff only (Staff Qualification Status Code = “C”)
- If Staff Qualification Status Code = “C” (Certified), then Contract Start Date is required.
 - Didn't want to limit to just Teacher or Principals because then involves checking another template-more complicated in eDM.

eDM Validation Rule Change for Contract Start Date

Issue:

- If teacher didn't return following year and tried to report teacher with an EXIT date in STAFF at 40D, it was requiring a CONTRACT START DATE.

New Validation Business Rule:

- Applies to STAFF only (not STAFF SNAPSHOT)
- Applies to CERTIFIED staff only (Staff Qualification Status Code = “C”)
- If Staff Qualification Status Code = “C” (Certified) AND EXIT DATE is NULL (missing), then Contract Start Date is required.

New 2015-16: Highly Qualified Teacher Flexibility Waiver

- New waiver code on AS/400 Licensure System HQW prevents NOT HQT evaluation in STARS
- Works like other endorsement waivers
 - Always tied to a district, because requested by a district
 - Always tied to an endorsement for an “existing” license
 - i.e. Have 300 7-12 Secondary Teaching License with 32 Science Endorsement and want to teach Math
 - i.e. Wouldn’t apply to a 300 7-12 Secondary License teaching 6th graders. A “different” license would be needed to cover 6th grade.

Purpose: Feds allow waiver if person NOT HQT but is EFFECTIVE (Teacher Effectiveness overrides HQT)

Process: Submit HQT Flexibility Waiver Application to PED
~~NMTEACH for approval~~

Highly Qualified Teacher Logic

Issue: STARS report tells ½ the story in regards to HQT determination. Flowchart tells other half.

▪ [STARS Site Collection](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [District and Location Reports](#) > [STAFF](#) > [Licensure Reports](#)

- [Course License Requirements](#)

- Also published on STARS website under “Additional Documentation” (doesn’t require STARS login)

▪ Flowchart available on STARS website at <http://ped.state.nm.us/ped/STARS.html>. Click on Highly Qualified Teacher Logic Flowchart (2016) link under [“Additional Documentation.”](#)

Highly Qualified Teacher Logic – Intervention Courses

- Second page of flowchart
 - Processed differently than normal course codes
 - Processed same as “elementary setting,” subject specific course codes
 - Lists 25 course codes that are “exceptions” to the HQT rule
 - 200/208 (Elem) or 400/408 (SpEd) license requires nothing more to be considered highly qualified
 - doesn’t require 24 semester hours of coursework in subject area or passed content knowledge area assessment
- Handled differently in Teacher Evals

~~Trouble shooting report: Path: HQT Data Review~~ HQT Class Summary
Includes Class Size and Class Makeup



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Highly Qualified Teacher replaced with Highly Effective Teacher in future

School Year 2016-17 will be the last year New Mexico will be required to report Highly Qualified Teacher data to the feds; therefore, HQT reports will no longer be necessary.

- HQT replaced with Highly Effective Teachers
 - Determined by Teacher Evaluation System



“Detailed Class Roster for Teacher” report change

- Now includes “Document Map” for navigating teachers (breaks to new page when teacher changes)
 - Hyperlink on teacher
 - When exported to Excel, each “sheet” refers to a teacher, which is now mapped to a name on Document Map sheet
 - First Sheet labeled “Document Map” is a tree structure that expands by school and lists teachers alphabetically within a school. Clicking NAME in first sheet takes you to their corresponding sheet (which are sequentially numbered, sheet2, sheet3, etc...)

Teacher’s Classes report

Path: District and Location Reports > Staff > Course

Teacher Class Search – External

- Created Sept 2015
- Search by Teacher (Name, DOB or Staff ID) and lists all courses ever taught
 - Including those taught in other districts
 - Longitudinal search across years
 - Staff ID is masked on result set
- Summarizes by year, district, school & 4-digit Course Code + Course Description
- Use for Teacher Effectiveness analysis (student achievement data mapped to teachers thru course codes)

Bilingual Education reports

Path: District and Location Reports > Bilingual Reports

BEP Teachers with Licensure Qualified Status

- Created Sept 2015
- Summarized version of “Detailed Class Roster – BEP Courses”
- Lists one row per teacher per school with their License Number and Qualified Yes/No
- Only includes teachers classes marked as BEP in Course Instructor and rolls-up to teacher



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ISSUES OR QUESTIONS THIS YEAR 2015-16



Related Service Providers not Evaluated thru Teacher Evals

Qu: Should some related service providers (such as Speech) be reported to STARS teaching classes so they may receive a score in Teacher Eval? They are on our schedules teaching classes.

Answer: No. NMTEACH rubric measures teacher effectiveness in a classroom. It does not measure how effective someone was at providing a service, and it doesn't measure how effective a Caseload Manager was at managing IEPs. This would require a different model. Services reported in ***Special Education Services Fact Template***-includes Staff ID, Student ID and type of service provided.

Class Roster & Teacher Eval Rules don’t account for Service Providers

There is no “Speech” Course Code

- Licensed SLP’s provide a service and would be reported with FTE as Staff Assignment Code 93/93S (Speech Language Pathologist)
 - 93/93S are related service provider codes, not teacher codes (funded differently than teachers)
- Course Codes typically require a “teaching” license

Teacher Eval Rule:

- Must have observation to receive Teacher Eval score; therefore, SLP’s are most likely not being observed.
- Scores based on student achievement scores which wouldn’t measure the effectiveness of a speech service but instead ~~measure reading and writing skills~~

Only Bilingual tracked in 5th digit of Course Code

Confusion regarding 5th digit of 8-digit Course Code:

- Only used to track whether class requires a bilingual endorsement (by specifying “8”) AND only applies to state-funded BEP
 - Used in *Licensure Discrepancy for Courses AND HQT* reports
- Other 5th digit codes are now tracked in *Course Instructor* with Y/N indicators, and now allows multiple selections. i.e. SpEd, honors, career tech, remedial, general, etc...
- Specify BEP (in Course Instructor) if 1062 & 1063 (ESL/ELD) is part of BEP (Bilingual Ed Pgm). “8” in 5th digit may be used for 1062 at Elementary Level. Don’t specify “8” in 5th digit for 1063.

Problem: Missing BEP code in Course Instructor

Starting this year (2015-16) new BEP (Bilingual Education Program) code available in *Course Instructor Snapshot* to tie teachers funded through BEP to their classes for verifying licensure due to rule, “Can’t fund if not properly licensed.”

Bilingual Ed bureau relies on code. (If missing, they run other reports to find discrepancies and inconsistent data.)

Process: Funding based on BEP app provided to Bilingual Ed bureau prior to 40th day and data is verified in STARS report Detailed Class Roster - BEP Courses (in Bilingual Reports folder) at 40 day and throughout year. (People and licensure should match between these two)

BEP (in Course Instructor) vs 8 in 5th digit (requires Bilingual Endorsement)

- These are NOT the same thing
 - BEP identifies various courses that may or may not require a bilingual endorsement but are taught by someone who you’re attempting to get state-funded through BEP.
 - Course may require TESOL, Modern & Classical Lang or Lang Arts endorsements, or NativeLangCertification (520 Cert), or other content area licensure instead of Bilingual
 - “8” in 5th digit of Course Code will ALWAYS require a bilingual endorsement, and if not found, will result in a Licensure Discrepancy or Not HQT evaluation
 - Licensure-check always occurs against 4-digit course code but 5th digit (bilingual check) is something additional (Few courses in LicReqTable require Bilingual Endorsement)
- ALL courses with an 8 in the 5th digit must have a BEP code-new validation SY17 (but “8” doesn’t capture ALL BEP courses). BEP doesn’t require “8”.



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How to report Elementary Courses for Bilingual Programs for Teacher Evaluation

Isn't necessary to send MULTIPLE elementary homeroom course codes for English and Spanish portion (such as 00028000 for Spanish 2nd grade and 00024000 for English 2nd grade) if both are taught by same teacher to same set of students. Only send ONE course code 00028000 (so it requires a bilingual endorsement) to prevent double-counting students assessments. Otherwise, students assessments could be attached to same teacher multiple times.



1062 ESL and 1063 ELD business rule changes 2016-17

Same Course Codes 1062 & 1063 may be used for both state-funded BEP and not state-funded BEP; however, different Course Licensure Requirement rules will be applied. Based on whether BEP specified in *Course Instructor*.

■ 1062 ESL/ELD K-12

- BEP: TESOL or BILINGUAL for elementary lic; TESOL for Secondary Lic
- Non-BEP: Any Teaching License

■ 1063 EngLangArts & EngLangDev(ELD) 6-12

- May be used for EngLangArts HS graduation credit (substitute for courses 1001-1004)
- BEP: Requires TESOL. Also requires Lang Arts endorsement for HS Grad credit.
- Non-BEP: If used for HS grad credit, requires Lang Arts endorsement

1062 ESL and 1063 ELD Issue

Because not every school has a state-funded BEP program, when those schools reported ESL or ELD courses (1062 or 1063), some teachers were inadvertently appearing as License Discrepancies because the system was requiring TESOL or BILINGUAL endorsements when it wasn't necessary.

- In 2016-17 courses 1062 & 1063 will only require these endorsements when BEP is specified in **COURSE INSTRUCTOR**
 - ...as long as an 8 isn't specified in 5th digit of course code; otherwise, a BILINGUAL endorsement will be required

TESOL and BILINGUAL Endorsement Business Rules

Licensure endorsements TESOL (27) and BILINGUAL (67) only applies to teachers teaching state-funded BEP courses

- AND only required for some BEP identified courses (not all state-funded BEP courses)
- Because 8 in 5th digit requires a Bilingual Endorsement AND because Bilingual Endorsements only apply to state-funded BEP, if your district doesn't participate in state-funded BEP, you'll never report an 8 in the 5th digit of the course code.

State-funded BEP ONLY Courses

Course Codes only used for state-funded BEP:

- 1271-1274 Lang for Native Speakers
- 1062 & 1063 are often used for State-funded BEP courses, but only considered as such when BEP is specified in *Course Instructor’s* Course Special Program Code field

***Licensure Discrepancy for Courses* logic for Special Ed and Gifted Teachers**

- Staff Assignment Code 94 (Gifted Teacher) or 97 (Special Ed Teacher) must have SAME location code as Course Instructor to bypass the COURSE licensure requirements check (only verifies proper licensure for Staff Assignment Code, not for Course Code).
- Issue: Reported in Staff Assignment as a TEACHER in a DIFFERENT school than what was reported in Course Instructor. These schools must MATCH to bypass Course Licensure Discrepancy check for Gifted and Special Ed teachers. Wouldn't make sense to teach a class in a school that had no TEACHING FTE associated with it.
- **Exception Report:** Path: Staff>Teachers>Data Quality Tools
Teachers Teaching No Students at Teacher FTE Location

When does Licensure data get transferred to STARS?

Three times daily:

- Noon, 5p and Midnight

Since it takes about an hour to reprocess Licensure Discrepancies and Highly Qualified Teachers for the year, run these reports **AFTER** this period of time if changes were made to:

- 1) templates COURSE, COURSE INSTRUCTOR, COURSE ENROLL, STAFF ASSIGNMENT, STAFF SNAPSHOT or STUDENT SNAPSHOT

OR

- 2) PED’s AS/400 Licensure System

Exited Teacher

Issue: If Exited Date of teacher falls between the “actual” 120th day (2nd Wednesday in February) and 3/1 (120th day Snapshot Date available in STARS), then these will appear on the ***Exited Teacher-Exception*** report as STILL TEACHING on 120th day. These may be ignored and won’t be able to be picked up on the ***Exited Teacher-Verified*** report.

i.e. Actual 120th day 2/10/16 and teacher reported as teaching on that day. Then left 2/17/16 (one week later). Because the logic finds the teacher still teaching at the 120th day AND their Exit Date fell between 3/1/15 and 3/1/16, it appears on the EXCEPTION. If the “Actual” 120th days were substituted for 3/1, then the person would have exited AFTER the 120th day in STARS and they would be considered exited the following year.

Resolution: Would require “Actual” snapshot dates to be stored in STARS and report logic changed. Since it only affects 2-3 week window, there are no plans to make a change. Doesn’t affect funding.
Not critical data collection.

Dummy Staff IDs

- Staff ID = 999999999 should NEVER be reported in STARS. This is not a “valid” dummy Staff ID.
 - Would result in a Licensure Discrepancy or not HQT if associated with a Staff Assignment Code or Course Code

Valid Dummy Staff IDs:

- 555555555 = Religious Studies
- 777777777 = Dual Credit/Concurrent Enrollment
- 888888888 = Distance Learning

General Course Code Information

- 1st 2 digits of 4-digit course code signify subject area
- Last 2 digits of 4-digit course codes that end in 99 designate a “Catch-all” course code of OTHER for that subject. All course codes ending in 99 serves the purpose of a “catch-all” course code when there is no other good match in that subject area. i.e. Use 2799 for history course if the others are not good matches.

Class Rosters

Important to run and disseminate to teachers- for accuracy

- Make corrections to STARS during open window
- If data missing, run exception reports or Template Validation reports
- Will reduce number of changes to Accuroster
 - When HQT goes away, will eliminate Accuroster

Report Path: STAFF>Course

Detailed Class Roster All Snapshots

- Shows snapshots for each student in CourseCode+Section (can easily identify holes)

Detailed Class Roster for Teachers

- Starts new page when teacher changes
- ~~• Other Instructors added this year~~



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Questions?

