



Brian Sandoval  
Governor

STATE OF NEVADA

**GOVERNOR'S OFFICE OF  
SCIENCE, INNOVATION &  
TECHNOLOGY**

100 North Stewart Street, Suite 220  
Carson City, Nevada 89701  
775-687-0987 Fax: 775-687-0990



Brian L. Mitchell  
Director

**PUBLIC MEETING MINUTES**

Name of Organization: SB 241 - STEM/STEAM Seal Subcommittee  
Date and Time of Meeting: Wednesday, June 13, 2018 @ 4:00 p.m.  
Place of Meeting: Nevada State Library and Archives  
Governor's Office of Science Innovation and Technology  
100 North Stewart Street, Suite 220  
Carson City, NV 89701

Please use the following numbers to join the conference Call:

North: 775-687-0999 or  
South: 702-486-5260  
Access Code: 70987 push #

**I. Call to Order / Roll Call**

Brian Mitchell

The STEM/STEAM Seal Subcommittee was called to order by Chair Brian Mitchell at 4:00 P.M. on June 13, 2018, on the tele-conference remote site, listed above.

**Members Present**

Brian Mitchell  
Ana Zeh  
Richard Knoeppel  
Mary Holsclaw  
Nate Mackinnon – by proxy: Keli Bucci, NSHE

**Members Absent**

Kindra Fox  
Marian McHatton

**Guests Present**

Dave Brancamp, Director of Standards and Instructional Support, Nevada Department of Education

## **Staff Present**

Debra Petrelli

A quorum was declared.

## **II. Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)

Brian Mitchell

There was no public comment.

## **III. Welcoming Remarks and Announcements**

Brian Mitchell

Chair Mitchell welcomed everyone, and thanked guest Dave Brancamp for being present. He also introduced new member Ana Zeh, who is with the Clark County School District, Guidance and Counseling Division.

## **IV. Approval of the Minutes from the March 27, 2018 Meeting** (For possible action)

Brian Mitchell

Chair Mitchell asked if there are any corrections to the March 27, 2018 Minutes as written. None were made. Ms. Holsclaw made a motion to approve the Minutes of March 27, 2018, as written. Mr. Knoepfel seconded the motion. The motion passed unanimously.

## **V. Discussion Regarding Infinite Campus and How Districts Will Determine Whether Individual Students Have Met or Will Meet the Seal's Requirements** (For information only)

Brian Mitchell

Chair Mitchell said the genesis of this item is whether or not, with regard to the state, there is a way to filter or search within Infinite Campus for information (i.e. the STEM/STEAM Seal requirements). He said he has been alerted of concerns from counselors who may have to input this information manually and how time consuming it may be. Ms. Zeh pointed out she worked with the initial roll-out of Infinite Campus (an on-line student information system (SIS)), and is currently working on the new College and Career Readiness program functionality in Infinite Campus. She compared the existing features on Infinite Campus for the Seal of Biliteracy program as not being very different from the STEM/STEAM Seal program requirements. She pointed out that other states using Infinite Campus, also known as Campus Community, have seal program information located on or near their "graduation" tab, which in Nevada, currently only includes the name of the student, date of birth and language field, which does not help counselors with monitoring requirements for programs. Chair Mitchell said Ms. Fox indicated at the last STEM/STEAM Seal subcommittee meeting that Washoe County School District (WCSD) currently has a programmer working on custom programming for Infinite Campus, which is a database of school courses for exchange of data, also known as School Courses for the Exchange of Data (SCED). He pointed out that Ms. Fox had said this program is being used across the country to pull information on specific courses, and she believes it would be possible for a counselor to look at different courses required by the seal program, then share

the programming resource once it is finished with other school districts for input into their school districts Infinite Campus program. Ms. Zeh commented that she is in charge of that same program in Clark County School District (CCSD) and said they too are currently applying SCED codes into Infinite Campus and working with other states, whose goal is that all school districts apply the same SCED coding. She discussed there is currently work being done to make the selections for each field in the coding to be consistent within statewide Infinite Campus programs.

She asked whether WCSD is basically designing a script to pull courses that would be qualified for the STEM and STEAM seal, using the same SCED codes, and whether that script would display which students have taken which classes. Chair Mitchell asked whether a custom query for information on required STEM/STEAM seal classes can be accomplished. Ms. Zeh replied that on the course side, that type of query is not difficult, and asked whether there is also a grade point average (GPA) and testing requirement for a student to get the STEM/STEAM seal. Chair Mitchell replied there is a GPA requirement. Ms. Zeh commented that CCSD currently has graduation programs, also known as academic programs, i.e. CTE courses, in which progress of required courses toward graduation is monitored, including GPA requirements that allow counselors to watch a student's progress in completing those programs. She said CCSD is currently asking for additional functionality on Infinite Campus to include SCED codes that would identify specific required classes for the College and Career Readiness diplomas. She said this has not yet been accomplished and would require a design document which is not yet done, making it far from being completed. She added after completing a design document, the process is at least 90 days out. Chair Mitchell asked whether this programming needs to be completed district by district. Ms. Zeh replied that Infinite Campus is a statewide program and the state would determine whether or not school districts will create their own programs. Chair Mitchell asked whether it would be more beneficial for each school district to create their own program in Infinite Campus. Ms. Zeh commented that it may be more of a matter as to specifics, such as course numbers and individual coding used within each county.

Mr. Brancamp commented that Glenn Meyer, IT Manager for the State of Nevada Department of Education, is the person who oversees IT for the state and currently has an extensive list of pending requests for all different programs. He suggested the group have a conversation with Mr. Meyer as soon as possible to discuss a timeline for implementation of SCED codes into the Infinite Campus program. He said he would reach out to Mr. Meyer and start that conversation. Ms. Zeh agreed to be included, and suggested Tracy Viscosi, Director of Student Information Systems, also be included.

## **VI. Discussion Regarding How to Award the Seal if Some Requirements, Such As AP Test Results, Are Confirmed After Graduation (For information only)**

Brian Mitchell

Chair Mitchell said AP testing results being confirmed after graduation were brought to his attention, and how they will affect the issuance of a STEM or STEAM seal on a diploma. He asked whether there are similar awards that require testing or scoring requirements that are not available until after a student graduates. Mr. Knoepfel commented, as a CTE teacher, most of his testing is done early in the school year, however it is not possible with AP exams, making it increasingly more difficult for scheduling. He added that ACT testing is required in a student's

junior-year, prior to their senior-year and should not be an issue. There was further group discussion on timelines of test scores being available to counselors and those scores being added into Infinite Campus. It was clarified there are not only opportunities to take the ACT test, but also to take some math and science AP testing in a student's junior-year. It was agreed there is a small group of students completing their testing late and will not have results until after graduation. Mr. Brancamp said he knows this is an issue with the Seal of Biliteracy program, because some students do not take AP exams until their senior-year, and in that case, the seal is noted in the student's transcripts, but testing results are not timely enough to allow the seal to be attached to their diploma on graduation. Chair Mitchell asked when a seal is not actually affixed to a student's diploma on graduation day, how soon the actual transcripts will reflect the seal. It was noted that official transcripts are available approximately two weeks after the last day of school.

**VII. Discussion Regarding the Design of the Seal and How to Affix to the Diploma** (For information only)  
Brian Mitchell

Chair Mitchell said a discussion on how to affix the seal to the diploma is warranted after the above discussion on the timeliness of the seal being affixed to a diploma by graduation day. He asked whether the Seal of Biliteracy program uses an actual sticker as the seal. Mr. Brancamp replied a sticker is used and design ideas were acquired from other states biliteracy seals. He further discussed the cost issue for school districts with using stickers and the fact that funding was not attached to AB 166 for the STEM/STEAM Seal program. Chair Mitchell asked whether it would be possible when schools are printing their diplomas, they could use a digital file and have the seal printed on the diploma. Mr. Brancamp pointed out that would be a district decision. The group discussed that printed a seal might be a lower cost option for school districts to use. Chair Mitchell suggested a statewide design challenge to allow students to design the seal for STEM and STEAM.

Chair Mitchell summarized the conversation, he said most of the potential seal recipients will know whether or not they have met the requirements of the STEM/STEAM Seal program before graduation. He added that for those students who don't know, the school will add it to the student's transcripts once the AP test results come in. He suggested if a sticker is used, the seal could be mailed to those students after graduation to be affixed to their diploma. He added it will ultimately be up to each individual school district as to how this will proceed. He said perhaps at the beginning of this next school year, school districts could be contacted to ask for student involvement in designing the STEM/STEM Seal, then allow the STEM Advisory Council to make the final choice for the seal.

**VIII. Discussion Regarding Higher Education and Recruiting Students Who Are On the Path to Achieving a Seal** (For information only)  
Brian Mitchell

Chair Mitchell said with reference to the discussion on higher education and recruiting students who are on the path to achieving a seal, he would like to introduce another new member of the STEM/STEAM Seal subcommittee, Nate Mackinnon, Vice Chancellor for Community Colleges, who specifically will be able to talk about many of the issues with getting higher education involved with the STEM and STEAM seal process. He suggested a good place to

start will be through discussions with higher education that the STEM and STEAM seals do exist, then assist with further awareness of the seals requirements and the value in engaging students that receive these seals. He pointed out the importance of retaining students to attend college within the state. Mr. Knoepfel said he believes a big part of the influence on students to stay in-state for college, requires Nevada colleges and universities to reach out to the students as well as invite them to visit the campuses around the state to view first-hand the dynamics of each schools STEM programs. He said in working with a Zoom School, he has participated in taking groups of middle school students to in-state colleges and showing them programs such as innovation-labs for a first-hand look at the dynamics of higher education. He said this has been a good start in helping students feel welcome and greatly assists in their recruitment. Chair Mitchell commented he would like to see more of what Mr. Knoepfel described, including colleges to begin reaching out to students who are on the STEM/STEAM path, and develop relationships even before those students achieve the STEM or STEAM seal, before their senior year. He said this would include working closely with counselors. It was agreed that a discussion on this topic with higher education is warranted. There was further discussion about higher education STEM programs and the recruitment of students. It was agreed there needs to be a stronger link between Nevada colleges with middle school and high school counselors. He suggested the group begin working on ideas for some type of pilot-program in order to assist in implementing these types of relationships between higher education and middle and high schools, ultimately helping to add more value to the STEM and STEAM Seal program.

**IX. Review and Discussion on Marketing and Informational Flyers** (For information only)  
Brian Mitchell

Chair Mitchell said he has had conversations with Marina McHatton with the Department of Education, who was unable to attend today's meeting, regarding an informational flyer, and suggested postponing discussion on this item until next meeting regarding the design of a basic flyer with pertinent information and requirements of the STEM and STEAM Seal program for distribution to school counselors around the state. He said this would be the first step in informing counselors that these seals exist, and encourage them to reach out to students to participate in the program. He said flyers could be targeted to different groups, including students, parents, teachers, etc.

**X. Consider Future Agenda Items for the Next Meeting and Determine Next Meeting Date**  
(For possible action)  
Brian Mitchell

Chair Mitchell suggested items for the next meeting to include: a discussion on the marketing/informational flyer for the STEM and STEAM seal requirements; also, further discussion on higher education's role in the seal program; and an update on the Infinite Campus discussion. He said the next meeting date will be determined after the meeting with Glenn Meyer, Department of Education's IT Manager, on timelines and the implementation of information on Infinite Campus. He said he expects the next meeting of the STEM/STEAM Seal subcommittee to be in late summer, 2018.

**XI. Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)  
Brian Mitchell

There was no public comment.

**XII. Adjournment**  
Brian Mitchell

Chair Mitchell adjourned the meeting at 4:51 P.M.

DRAFT