

Internal Policies and Procedures of the Utah State Board of Education	
Policy #	02-18
Subject	Use of MIDAS Database
Date:	October 4, 2021
Policy Owner	Deputy Superintendent of Student Achievement
Policy Officer	Instructional Coaching and Professional Learning Specialist
References	

I. Purpose and Scope

1. USBE staff and Local Education Agency “LEA” Professional Development “PD” Administrators must follow these policies and procedures for use of the MIDAS platform.

II. Definitions

1. “Massively Integrated Data Analytics System” or “MIDAS” is an online database of professional learning materials, maintained by USBE, for use by Utah educators and LEAs.
2. “Recommended instructional materials system, “RIMS” is an online database, maintained by USBE, containing reviews of instructional materials.
3. “Micro-credential” is a digital form of certification indicating demonstrated competency/mastery in a specific skill or set of skills.

III. Policy—USBE and LEA Users and Roles

1. The following USBE staff are designated as Super Administrators, Professional Development Administrators, and MIDAS Phone Tree Team:
 - a. USBE Super Administrators include:
 - i. Professional Development Program Manager;
 - ii. Micro-credentials Program Manager;

- iii. RIMS Program Manager/Curriculum Content Specialist;
 - b. USBE Professional Development Administrators include:
 - i. Members of the USBE;
 - ii. USBE Directors;
 - iii. USBE Coordinators;
 - iv. USBE Specialists; and
 - v. USBE Support Staff;
 - c. USBE MIDAS Phone Tree Team include:
 - i. Professional Development Program Manager; and
 - ii. Teaching and Learning Office Support Staff.
- 2. LEAs shall designate LEA PD Administrators that will have access to create courses in MIDAS.
- 3. The USBE Super Administrator for “ PD” Program Manager shall review LEA PD Administrator assignments with each LEA annually.

IV. Training Resources

- 1. USBE Super Administrators shall provide training to USBE staff, LEAs, Charter schools and external organizations by request via:
 - a. Tutorial videos and other instructional guides; and/or
 - b. Virtual or face-to-face training overviews.
- 2. The USBE Super Administrator team-Teaching and Learning Office Support Staff shall:
 - a. provide assistance;
 - b. create MIDAS accounts;
 - c. serve as the liaison between the USBE MIDAS Team and LEAs’ MIDAS teams;
 - d. manage RIMS; and
 - e. provide other technical assistance.
- 3. The USBE MIDAS Phone Tree Team shall assist the USBE Super Administrators with creating accounts and general assistance including answering phone and email questions.

V. Course Content and Design Requirements

- 1. Professional learning courses need to be submitted in MIDAS at least three weeks before the start of the course for a standards alignment evaluation by USBE approvers.
- 2. Approved professional learning shall be aligned to the professional learning standards, as well as the priority outlined in section 2.B. of the USBE Strategic Plan, which provides

that USBE “assist districts and schools in providing continuous, personalized professional learning for each educator and leader.”

3. Any changes to the credit type specified at the time of submission cannot be made after the three-week period described herein.
4. A course that provides USBE credit requires approval through the submission of the requisite form must pass the standards alignment evaluation before credit can be provided for the course with credit amounts provided as follows:
 - a. 0.5 USBE credit = minimum of seven contact hours plus two hours learning task or reflection.
 - b. 1 USBE credit = minimum of 14 contact hours and four hours learning task or reflection.
 - c. 1.5 USBE credit = minimum of 21 contact hours and six hours learning task or reflection.
 - d. 2 USBE credit = minimum of 28 contact hours and eight hours learning task or reflection
 - e. 2.5 USBE credit = minimum of 35 contact hours and 10 hours learning task or reflection.
 - f. 3 USBE credit = minimum of 42 contact hours or more and 12 hours learning task or reflection
 - g. 3.5 USBE credit= minimum of 49 contact hours or more and 14 hours learning task or Assignment.
 - h. 4 USBE= minimum of 56 contact hours or more and 16 hours learning task or Assignment.
 - i. 4.5 USBE credit= minimum of 63 contact hours or more and 18 hours learning task or Assignment.
 - j. 5 USBE credit = minimum of 70 contact hours or more and 20 hours learning task or Assignment.
5. A course must have meaningful alignment to the professional learning standards per the requirement outlined in Utah Code 53G-11-303 as stated in R277-519-3.
6. A course’s standard alignment evaluation will be submitted for approval to the specialist that corresponds to the professional learning course/session that is proposed to be awarded USBE credit.
7. Courses that provide only re-licensure points do not require approval through a standards alignment evaluation. Re-licensure points are provided with one point equal to one clock hour.
8. For courses offering USBE credit, USBE administrators and LEA PD administrators shall, within four weeks after the conclusion of the course:
 - a. award the relevant credits;

- b. remedy any mistakes regarding individual credit awards; and
 - c. ensure facilitators have updated any mistakes regarding course participant information.
- 9. External professional development providers (e.g., non-LEAs) may apply through the requested online form to be eligible to offer USBE credit or re-licensure points for educators participating in their professional learning designs.
- 10. USBE may revoke a provider's approval if:
 - a. credit is not awarded in a timely manner following the conclusion of the professional learning session or course;
 - b. the program conflicts with USBE's strategic plan;
 - c. or the program ceases to meet USBE requirements.

VI. MIDAS Course Content Requirements

- 1. All courses in the USBE MIDAS must be specific to the work and programs for the agency, LEAs, and external provider organizations.
- 2. USBE will not create courses on behalf of another organization.
- 3. The following information must be included for each course hosted within the USBE MIDAS Instance:
 - a. Course name;
 - b. Offering Organization;
 - c. Academic Year;
 - d. Tags;
 - e. Description;
 - f. Credit Type;
 - g. Any cost or fee for participants including payment information;
 - h. The relevant MIDAS course sections including:
 - i. Section name
 - ii. Instructor information
 - iii. Meeting times
 - iv. Location
 - v. Registration dates and configurations, and
 - vi. Enrollment rules
- 4. Facilitators through their PD administrators and instructors of each course are responsible for providing additional information related to the course including relevant links, materials, venue logistics, etc.

VII. Micro-credentials

1. A submission for a new micro-credential must be developed using a development template and must have the following information:
 - a. Stack alignment
 - b. USBE credit value
 - c. USBE approval area
 - d. Catalog description
 - e. Definition of relevant terms
 - f. Use case scenarios such as elementary or secondary teaching levels;
 - g. Standards alignment
 - h. Evidence options and review criteria
 - i. Reflection template and review criteria
 - j. Professional learning resources
2. All new micro-credentials must be reviewed and approved by a designated USBE reviewer to ensure the following:
 - a. Validity, or establishing that the micro-credential accurately represents the target skill or concept;
 - b. Reliability, or showing that the requirements and review criteria are of appropriate rigor and clarity to determine competency; and
 - c. Alignment, or consistency with resources, terminology, etc., that reflect current research and evidence.
3. Review and approval will take place within the Approvals screen of MIDAS.
 - a. If revisions and edits are required, the micro-credential will be returned to the manager or development team with notes.
 - b. The new micro-credential will appear in the micro-credential catalog when the micro-credential receives approval.

VIII. RIMS

1. Participating publishers may submit bids and product sample access to the RIMS database for review free of charge.
2. The Curriculum Content Specialist shall meet with educators and subject area specialists biannually to compare textbooks, online materials, and other curriculum resources with core standards and other review criteria.
3. Reviews generated in accordance with this policy are subject to approval by the Instructional Materials Commission and the state board. The Instructional Materials Commission is governed by Utah Code Sections 53E-4-401 and 53E-4-404. The Instructional Materials Commission is an 11-member group consisting of:

- A dean of education from a university;
- A district superintendent;
- A secondary principal;
- An elementary principal;
- A secondary teacher;
- An elementary teacher; and
- Six lay citizens.

They review the work of committees of teachers that do the evaluation of curriculum materials. Public meetings of the commission are held twice yearly, after which lists of recommendations are sent to the State Board of Education for their approval. The Board approves the recommendations usually in their June and December meetings.

4. Reviews are published on the RIMS website maintained by USBE after Board approval.
5. The Curriculum Content Specialist shall set and oversee the procedures in the RIMS database for the review, including:
 - a. dates and times for submission events and meetings;
 - b. selection of reviewers;
 - c. maintenance and management of instructional materials records;
 - d. evaluation criteria;
 - e. sample policies;
 - f. independent alignment submissions;
 - g. appeals and substitutions;
 - h. accessibility requirements;
 - i. contracts; and
 - j. publisher participation.

IX. Miscellaneous Requirements.

1. Account Creation

- a. The USBE MIDAS Team -Teaching and Learning Office Support Staff are the only staff that may create accounts for users of MIDAS and must be requested via email or phone call.
- b. Accounts for Certified-licensed LEA Personnel must be automatically created through CACTUS by the certified-licensed personnel's current teaching assignment.
- c. Accounts for Professional Development administrators must be requested by the LEA's administrative high-level staff, the request must be sent by email to the Professional Learning Program Manager.

- d. External Organization accounts must submit a request to the USBE Instructional Coaching and Professional Learning Specialist subject to the following process:
 - i. The external organization fills out an application;
 - ii. The Instructional Coaching and Professional Learning Specialist coordinates review of the application with applicable Content Specialists
 - iii. The Instructional Coaching and professional Learning Specialist checks references and responds to the vendor with feedback on alignment with USBE vision and values;
 - iv. The Professional Learning Manager creates the vendor account if approved.

2. Account Access

- a. USBE Super Administrators may access all accounts statewide.
- b. Regional Education Service Agencies (RESA) may access accounts of all the LEAs to which the RESA currently provides services to.
- c. Each LEA professional development administrative group may only access accounts within the LEA.
- d. External Users that have a contract with USBE may have access to statewide accounts with the restrictions specified in the external user’s written agreement with USBE.

3. USBE administrators approvers-subject area

- a. Approvers are designated by each section Leader (Assistant Superintendent, Directors).
- b. Section Leaders must annually update USBE Approvers information and must provide the information to the USBE PD Super Administrator.
- c. USBE Approvers administrators must review and approve the course within a week after course submission.
- d. USBE approvers will directly communicate with the PD Administrator course creator, regarding the approval or denial of the course requesting changes or any additional missing information.

X. Policy History

This policy was originally approved in the Superintendent meeting October 4, 2021.