

## Idaho State Board of Education Data Management Council (DMC) Minutes

3.1.2017		2:00 pm MST		Conference call	
Meeting called by:	Carson Howell, Chair				
Type of meeting:	Regular meeting				
Note taker:	Doug Armstrong				
Members and attendance status: <b>P</b> =present, <b>A</b> =absent	Connie Black: <b>A</b> ,      Chris Campbell <b>P</b> ,      Don Coberly <b>P</b> ,      Shari Ellertson <b>P</b> , Georganne Griffith: <b>P</b> ,      Tami Haft: <b>A</b> ,      Carson Howell: <b>P</b> ,      Todd King: <b>P</b> , Heather Luchte: <b>P</b> ,      Vince Miller: <b>A</b> ,      Matthew Rauch <b>P</b> ,      Georgia Smith: <b>P</b> .				
Other Attendees:	Doug Armstrong, Andy Mehl –Office of the State Board of Education (OSBE) Bob Uhlenkott, Salvador Vazquez – Idaho Department of Labor (IDOL)				

North Idaho College (NIC) – TAACCCT Labor Data Request			
Discussion:	<p>Kevin Freeman from NIC made a data request to get labor data on a group of NIC students. They initially requested individual data. After a discussion with Andy, they agreed that it would be best to get aggregate data. They wanted data from other states that cannot be provided at the individual level.</p> <p>NIC would provide a list of EdUID to OSBE. Andy would work with Salvador to pull the data and provide aggregate data to NIC.</p>		
Conclusions:	Shari moved to approve the NIC Labor Data Request. Georgia seconded. Passed 9-0.		
Action Items	Person Responsible	Deadline	
Work with NIC and Labor to fulfill the data request.	Andy		

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Labor Request from Postsecondary Institutions Discussion – Does the DMC want to review all requests?		
Discussion:	<p>During the NIC discussion, Shari noted she had made a similar request from Boise State University (BSU). She felt that when the postsecondary institutions had their own agreements with the IDOL, they got better service than they get now from their agreement through OSBE. She asked if there was a more efficient way to provide this data?</p> <p>Carson noted that OSBE was required to provide a report to the legislature anytime that individual student level data was released. This was why all of the labor requests were going through the DMC.</p> <p>It was asked if a list of stipulations could be developed. Items in this could include:</p> <ul style="list-style-type: none"> <li>• Who could have access to the data?</li> <li>• How long could the data be kept?</li> <li>• What security measures would be required?</li> <li>• What data could be released?</li> <li>• Etc.</li> </ul> <p>This could include all of the requirements included in the OSBE – IDOL agreement. A “Data Receipt Agreement” could be developed. It would make sure that all individuals with access to the data would agree to the required stipulations. It would be reviewed and approved by the DMC. In the future, only requests that asked for an exception to the requirements would require DMC approval.</p>	
Conclusions:	Carson, Georgia, and Salvador would meet and put together a draft. Shari agreed to help review the document. This document would be approved by the DMC.	
Action Items	Person Responsible	Deadline
Develop a draft Data Receipt Agreement.	Carson, Georgia, and Salvador	4/5/17

IDOL – Engineering and Surveyor Study		
Discussion:	<p>IDOL provided a copy of their Idaho Occupation Study for Licensed Engineers and Land Surveyors. They would like the DMC to review their work so it can be released. Very limited education data was supplied and is on page 8. Labor data uses a data masking rule of 3.</p> <p>The DMC is asked to review this document. Since it was just sent out late this morning, it was agreed that we could do an approval by email.</p>	
Conclusions:	Carson will send out an email in a week asking for members to approve the release of the report. If the report is not approved for release, Carson will schedule a meeting to discuss.	
Action Items	Person Responsible	Deadline
Send out an email requesting approval to release the report.	Carson	3/8/17
Send back a response to Carson	DMC Members	TBD

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DMC Terms – Upcoming term expirations.			
Discussion:	<p>Carson asked the 6 people whose terms end on June 30, 2017, if they were interested in continuing on the DMC or would they prefer to step down. A recommendation of replacements is usually made at the spring in person meeting.</p> <p>Georgianne said she would be stepping down. Other members should let Carson know of their intentions.</p>		
Conclusions:	N/A – Request for information.		
Action Items		Person Responsible	Deadline
Inform Carson if you would prefer to stay on or resign from the DMC.		Tami, Todd, Heather, and Vince	4/5/17

Data Masking Group			
Discussion:	<p>Doug reminded the DMC that Shari, Vince, Chris, Todd, and he had been investigating changes to the data masking rule of 10. He said that they would bring a recommendation to the DMC at their spring in person meeting.</p> <p>They would also provide a list of recommended exceptions. If anyone has a recommendation of items that should be exempt from the data masking rules, send to one of the 5 people listed above.</p>		
Conclusions:	N/A – Request for information.		
Action Items		Person Responsible	Deadline
Send any recommended exceptions to the data masking rules to Shari, Vince, Chris, Todd, or Doug.		DMC	3/15/17