Idaho State Board of Education Data Management Council Minutes

4.22.2015	8:30 am MST	Meridian School District Offices – 1303 E. Central Drive – Meridian, Idaho
Meeting called by	Carson Howell, Chair	
Type of meeting	In-person spring meeting	
Note taker	Vincent Miller	
Members (attendance status: **P**=present; **A**=absent	Ken Campbell: **P** , Linda Clark: **P** , Shari Ellertson **P**, Will Goodman: **P,** Georgeanne Griffith: **P**, Tami Haft: **P** , Carson Howell: **P**, Todd King: **P**, Heather Luchte : **P**, Vincent Miller: **P** , Matthew Rauch **P**, Georgia Smith: **P**	
Other Attendees:	Doug Armstrong –OSBE, Andy Mehl – OSBE, Karen Jarboe Singletary - DOL	

Review term renewals

Discussion	Carson Howell reviewed the term renewals of council members
Conclusions	Ken Campbell – 2016 Georgeanne Griffith – 2015 Linda Clark – 2016 Tami Haft – 2015 Shari Ellertson – 2016 Carson Howell – 2015 Will Goodman – 2016 Todd King – 2015 Matthew Rauch – 2016 Heather Luchte – 2015 Georgia Smith – 2016 Vince Miller – 2015

Action Items	Person Responsible	Deadline
Informational item	-	-

Council Office Elections

Discussion	The council discussed the Vice Chair and Secretary positions.
Conclusions	It was the consensus of the council that the current serving members in these positions continue serving.

Action Items	Person Responsible	Deadline
Motion by Georgeanne Griffith to elect Heather Luchte as Vice Chair and Vincent Miller as Secreatary. Motion was seconded by Todd King. Motion passed unanimously.	-	-

Approval of March 8, 2015 Meeting Minutes

Discussion	The council discussed the meeting minutes from the March 8, 2015.
Conclusions	It was noted that Andy Mehl was at the meeting and should be listed in the "Other Attendees" section.

Action Items	Person Responsible	Deadline
Motion by Georgeanne Griffith to approve the minutes as amended. Motion was seconded by Heather Luchte. Motion passed unanimously.	Vince Miller, Secretary, will amend the minutes	May 12, 2015

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Federal Grant No Cost Extension

Discussion	Andy Mehl provided an update on the federal SLDS grant. Andy will be applying for a one year no-cost extension of the grant. If approved by the U.S. Department of Education, it provide Idaho an additional year to use the unspent grant funds.
Conclusions	The U.S. Department of the Education should inform the Idaho State Board of Education this summer if the request is granted.

Action Items	Person Responsible	Deadline
Informational item	-	-

FY15 grant application

Discussion	Andy Mehl will work with Carson Howell to distribute grant funds to public post-secondary institutions to support the work on the SLDS project.
Conclusions	Andy Mehl will inform the public post-secondary institutions by August of the funds distribution.

Action Items	Person Responsible	Deadline
Andy Mehl and Carson Howell will meet to distribute grants funds.	Andy Mehl	August 17, 2015

FY12 grant – Data Research Projects

Discussion	The council discussed a grant application from the University of Idaho for funding of a research project.
Conclusions	A motion was made by Linda Clark to vote for approval of the request. The motion was seconded by Georgeanne Griffith. The motion to approve the grant request was denied. 3 voted to approve (Clark, Griffith, Smith), 9 voted to deny (Campbell, Ellertson, Goodman, Haft, Howell,King, Luchte, Miller, Rauch)

Action Items	Person Responsible	Deadline
Carson Howell will inform the University of Idaho that the grant application was not approved.	Carson Howell	May 13, 2015

DOL project status update

Discussion	Karen Jarboe Singletary and Georgia Smith from the Idaho Department of Labor provided the council an update of the DOL's progress on the SLDS project.
Conclusions	A key highlight was that the Idaho Department of Labor can coordinate with neighboring states to see if graduates from Idaho are employed in these states.

Action Items	Person Responsible	Deadline
Informational item	-	-

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OSBE data load update			
Discussion	Doug Armstrong presented the current status of the data upload by public post-secondary institution to the council.		
Conclusions	There has been significant improvement in the past year of the data tables being uploaded by the institutions into the SLDS.		
Action Items		**Person Responsible**	**Deadline**
Informational item		-	-

Data Quality			
Discussion	Carson Howell, Andy Mehl, and Doug Armstrong highlighted the importance of data quality in regards to attempting to gather data from the SLDS on dual credit and remediation.		
Conclusions	Improved definitions and methodology for some data variables between the K-12 data and post-secondary data are needed. For example, dual credit students are coded in the K-12 data if a student was in a dual credit course, but not necessarily if the student was enrolled for dual credit. The post-secondary data has a student coded as dual credit only if the student is enrolled for dual credit. This difference in methodology leads to different numbers between the data sets. As we begin using the data more for analysis more issues between definitions and methodologies will appear.		
Action Items		**Person Responsible**	**Deadline**
Andy Mehl will coordinate with the State Department of Education to identify data variables in the K-12 data and the post-secondary data that need addressed.		Andy Mehl	Provide update at the fall meeting

Legislative Task Force			
Discussion	Carson Howell informed the council of a legislative task force that is being formed. The task force will be focused on the SLDS Project.		
Conclusions	The task force will examine what data variables are being collected and the intended use of the data.		
Action Items		**Person Responsible**	**Deadline**
Informational item		-	-

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Data horizons discussion			
Discussion	Carson Howell led a discussion on the development of a data horizons (data retention) policy.		
Conclusions	The council wants to be careful in establishing data retention policy as it is a longitudinal database. Removing data variables from the SLDS prematurely may jeopardize important research on students' progress from kindergarten to the work force.		
Action Items		Person Responsible	Deadline
Council members will research this issue of data retention in a longitudinal database system further.		Each council member	Discuss at the fall meeting

OSBE data storage plan			
Discussion	Andy Mehl outlined the Office of the State Board of Education's plan to purchase a new server for the SLDS project.		
Conclusions	The new server will be purchased with federal grant funds for the SLDS project. The new server will provide additional storage and scalability as the SLDS projects progresses.		
Action Items		Person Responsible	Deadline
Informational item		-	-

DMC concerns and goals			
Discussion	Carson Howell led a discussion on the concerns and goals of the Data Management Council		
Conclusions	The key concerns discussed were data quality to make sure best practices are used with regard to a matching algorithm to assign the educational ID. Improvement of the data dictionary to insure each data variable is understood and the methodology for obtaining each data variable is defined especially when the data variables are in data sets of K-12 data and post-secondary data. The key goals discussed were to demonstrate the research potential of the SLDS now that the data has been put into production. Get the research data into the hands of educators so the data can be put to use to improve Idaho's public education.		
Action Items		Person Responsible	Deadline
Council members will continue to monitor data quality and progress of research using the SLDS.		Each council member	Discuss at the fall meeting

ISEE/Core Data Elements			
Discussion	Will Goodman, Idaho State Department of Education, led a discussion on the **Idaho System for Educational Excellence (ISEE)**, a K-12 Longitudinal Data System that supports budgeting processes, streamlines data submissions, and delivers information to educational stakeholders to facilitate data driven decisions.		
Conclusions	The Idaho State Department of Education will be starting a review of the data variables in ISEE and will be presenting to the Data Management Council the variables they have flagged for possible deletion.		
Action Items		Person Responsible	Deadline
Will Goodman will present data variables for possible deletion from ISEE to the council		Will Goodman	Discuss at the fall meeting