

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

4.29.2016			
		8:30 am MST	In-person –BSU campus
Meeting called by	Carson Howell, Chair		
Type of meeting	Regular meeting		
Note taker	Vince Miller		
Members and attendance status: P=present, A=absent	Chris Campbell A , Georgeanne Griffith: P , Heather Luchte: P ,	Ken Campbell: P , Tami Haft: P , Vince Miller: P ,	Don Coberly A , Carson Howell: P , Matthew Rauch P , Shari Ellertson P , Todd King: P , Georgia Smith: P .
Other Attendees:	Doug Armstrong, Andy Mehl –Office of the State Board of Education (OSBE) Jessica Beaver-Nelson, Salvador Vazquez – Idaho Department of Labor (IDOL)		
Data Management Council Membership/Leadership			
Discussion	Members whose terms end June 30, 2016: Ken Campbell, Don Coberly, Shari Ellertson, Chris Campbell, Matthew Rauch, and Georgia Smith Members whose terms end June 30, 2017: Georgeanne Griffith, Tami Haft, Todd King, Heather Luchte, Vince Miller Carson Howell is appointed by the Idaho State Board of Education as chair of the DMC.		
Conclusions	Ken Campbell announced he will leave the DMC at the end of June. Carson instructed the DMC to send him possible nominees that are either a registrar or anyone from a community college for Ken's position. Heather Luchte agreed to continue to serve as vice-chair. Vince Miller agreed to continue to serve as secretary.		
Action Items		Person Responsible	Deadline
Motion by Tami Haft and seconded by Shari Ellertson to approve Heather Luchte as vice-chair and Vince Miller as secretary for 2016-2017. Motion passed unanimously.		DMC send Carson nominees for Ken's position.	ASAP
Approval of Meeting Minutes			
Discussion	The council reviewed the meeting minutes from April 6, 2016.		
Conclusions	No changes to the minutes submitted.		
Action Items		Person Responsible	Deadline
Motion by Shari Ellertson and seconded by Georgeanne Griffith to approve the meeting minutes. Motion passed unanimously.		Carson Howell will see that the approved minutes are posted to the DMC webpage.	5/29/16

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SAT Tableau Reporting/ Data Masking			
Discussion	Andy Mehl led a discussion on the difficulties of reporting SAT data by school/school districts because of the small cell sizes from many institutions. With the current data masking policy this makes the task very difficult. Carson Howell reviewed the levels of Personal Identifiable Information (PII) and the current data masking policy. Data is masked for all projects unless an exception is approved by the DMC.		
Conclusions	The pros and cons of the current data masking policy was discussed at length. It was suggested to add to the "Policies and Procedures" a section that outlines the data masking requirements. Also add to the webpage a list of exceptions approved by the DMC.		
Action Items		Person Responsible	Deadline
No formal action on the current data masking policy was taken.		-	-
Task Force - Idaho System for Educational Excellence (ISEE), a K-12 Longitudinal Data System			
Discussion	Todd King gave a presentation on the Idaho System for Educational Excellence (ISEE), a K-12 Longitudinal Data System. An ISEE task force recommended adding 5 new fields, 2 returning fields that had been previously deleted, re-naming 5 fields, and deleting a total of 67 fields. Two documents were shared with the DMC that detailed the recommended additions and deletions to ISEE.		
Conclusions	After discussions about the ISEE task force recommendations, it was decided to not delete the field "Ccissued" -college credit issued in the Student Course Enrollment file. All other recommendations were accepted.		
Action Items		Person Responsible	Deadline
Motion by Heather Luchte and seconded by Georgeanne Griffith to approve the recommendations of the ISEE task force except for deleting the field "Ccissued" - college credit issued in the Student Course Enrollment file. . Motion passed unanimously.		Todd King will work with the Idaho State Department of Education to make these changes to ISEE.	ASAP
Electronic Transcripts / Common Application/Direct Admissions			
Discussion	Carson Howell led the discussion on electronic transcripts, the Common Application Project, and the Direct Admissions Project. Carson provided examples of feedback received from the Direct Admissions Project. Several students indicated they were not planning to enroll in college or were planning to attend out-of-state until they received the Direct Admissions letter from the Idaho State Board of Education (SBOE). SBOE is in the process of evaluating the project. Carson would like to automate the Direct Admissions process by pulling the student's electronic transcript and SAT scores from the State Longitudinal data System (SLDS). The plan is to send two rounds of Direct Admissions letters; first, to high school students at the end of their junior year. Second, to high school students in their senior year that may not have received the first letter because they transferred or had another exception. These letters are planned to be mailed from September to October each year.		
Conclusions	The Direct Admissions Project needs to be automated using the SLDS. If not, there are concerns from the schools of the labor required to provide this data for the project.		
Action Items		Person Responsible	Deadline
The Idaho State Board of Education and the State Department of Education will work together to see if they can automate the Direct Admissions Project.		Carson Howell and Todd King	ASAP

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CITI Training			
Discussion	The CITI program is an online training program designed to educate DMC members about issues involving human subject research.		
Conclusions	All DMC members have completed their training.		
Action Items		Person Responsible	Deadline
Informational item		-	-
Demographic Data			
Discussion	Carson Howell led a discussion on reporting aggregated data by demographic variables. Does reporting demographic variables with cell sizes of less than 10 reveal Personal Identifiable Information (PII)?		
Conclusions	The DMC discussed this issue at length.		
Action Items		Person Responsible	Deadline
Carson Howell will discuss the issue with the state's Assistant Attorney General and report back to the DMC.		Carson Howell	5/29/2016
SLDS Branding / Public Outreach			
Discussion	Andy Mehl led a discussion on the possibility of hiring consulting firm Strategies 360 for branding and communication services for the SLDS.		
Conclusions	The DMC discussed this issue at length. Shari Ellertson sent to the DMC a website showing what the State of North Dakota has created for their SLDS https://slds.ndcloud.gov/SitePages/Default.aspx		
Action Items		Person Responsible	Deadline
Andy will contact Strategies 360 to get an estimate of designing a logo, focus groups with Idaho school superintendents, and creating a short video to explain the SLDS. Andy will report back to the DMC at a later date.		Andy Mehl	5/29/2016
SLDS Update			
Discussion	Doug Armstrong gave a presentation to the DMC on the current status of the SLDS. Significant progress has been made on loading data into the SLDS. We now have 5 complete years of the first 5 tables (Student, Race, Degree, Section, and registration) for all public post-secondary institutions.		
Conclusions	The focus now will be loading financial aid data from the all public post-secondary institutions.		
Action Items		Person Responsible	Deadline
Informational item		-	-

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Privacy Agreement Between CTECS and Technological Fluency Institute		
Discussion	Heather Luchte presented a proposed privacy agreement between the Career and Technical Education Consortium of States (CTECS), Technological Fluency Institute, and the Idaho Division of Professional Technical Education.	
Conclusions	The DMC had a number of questions related to the proposed agreement.	
Action Items	Person Responsible	Deadline
Heather Luchte will provide more information to the DMC at a later date. No formal action was taken.	Heather Luchte	ASAP