Day 1, August 7th – 12:00 noon to 4:00 p.m.

Attending:

Wayne Burr, State Department of Education (replacing John Romero);

Archie George, University of Idaho;

Georgeanne Griffith, Lakeland School District;

Scott Grothe, Office of the State Board of Education;

Ann Lewis, North Idaho College;

Vera McCrick, Professional Technical Education;

Andy Mehl, Office of the State Board of Education;

Tami Haft, North Idaho College (Registrar).

Absent:

Linda Clark, Meridian School District;

Devan DaLashmutt, Kuna School District;

Ken Edmunds, State Board of Education;

Jeanie Meholchick, Idaho Department of Labor (replacing Susan Simmons);

Joyce Popp, State Department of Education;

Steve Schmidt, Boise State University (retiring).

First agenda item was the "**SLDS Document Creation and Posting Instructions**" document, which contains sections on Purpose, Definitions, Process Flow, Document Creation and Posting Instructions (defining responsibilities for various stages in the process), Document Approval and Reporting Requirements and References.

Next, moved up from Wednesday's preliminary agenda, was a discussion and refinement of the Kansas State Department of Education "**Data Governance Program Handbook**." Much attention focused on the "Normal Workflow" schematic. A number of modifications were made in accordance with expectations for how this process would work in Idaho under the direction of the DMC. Andy will be releasing the customized Idaho version to DMC members for further review and refinement.

Day 2, August 8th – 9:00 a.m. to 4:00 p.m.

Attending:

Wayne Burr, State Department of Education;

Linda Clark, Meridian School District.

Archie George, University of Idaho;

Georgeanne Griffith, Lakeland School District;

Scott Grothe, Office of the State Board of Education;

Ann Lewis, North Idaho College;

Vera McCrick, Professional Technical Education;

Andy Mehl, Office of the State Board of Education;

Tami Haft, North Idaho College (Registrar).

Absent:

Devan DaLashmutt, Kuna School District;

Ken Edmunds, State Board of Education;

Jeanie Meholchick, Idaho Department of Labor;

Joyce Popp, State Department of Education;

Vince Miller, Idaho State University (replacing Steve Schmidt, Boise State University).

State Longitudinal Data System (SLDS) federal grant action items.

Andy led discussion of all references in the grant application to the DMC and the Institutional Review Board (IRB) in the grant application (also frequently referenced as the Institutional *Research* Board). The DMC decided that *Review* is the correct term and will use that henceforth.

Under **Objective 1** we reviewed and decided how to comply with specifications for a) creation of an IRB, b) an Idaho Department of Labor (IDOL) subcommittee in order to link with wage data, c) appropriate responsibilities for managing P-20 SLDS, and d) communications between these entities. It was decided that the DMC will serve as the IRB and refer requests for Department of Labor records to the DOL. The DMC will also add one or more ad-hoc members from the Idaho research universities (BSU, ISU, UI) who have expertise in human subjects protection regulations. The research university without a current representative on the DMC would be the primary candidate for an IRB ad-hoc member.

During this discussion regarding membership on the DMC, the group decided to move ahead with exploration of replacing retiring DMC member Steve Schmidt. It was clear from reading the DMC Bylaws that a representative from Idaho State University would be appropriate, and a call was made to Vince Miller, Director of Institutional Research at ISU, to solicit his input. Rather than nominate anyone else, Vince said he would be honored to serve on the DMC. The committee welcomed his enthusiasm and voted to appoint him as a member.

Under **Objective 2** in the grant proposal, the committee discussed details regarding data uploads. We also discussed incorporating data for Adult Basic Education and Professional Technical Education students into the SLDS. Scott asked the group about the "comfort level" they perceived at their respective institutions regarding the EDUID accuracy, which was not great. Discussions followed regarding ramifications of Dual Credit and Tech Prep enrollments on the EDUID, as well as financial aid tracking and the new STAR school rating system, which depends partly on participation in postsecondary enrollments by high school students. The SLDS should have the capability of accurately tracking and matching high school and postsecondary enrollments but the source for these data seems to be problematic at this time. Some thought the high school transcript should be the key for Dual Credit and Tech Prep tracking, at least in terms of feeding data into the SLDS.

Under **Objective 3** in the grant, the committee discussed the proposed content and functioning of the Research Data Web site, which will most likely be based on a model currently in use by the State of Virginia, in conjunction with the data request management process earlier adapted from the State of Kansas system. The web site design should be finalized by July 2013 and completion of implementation is scheduled for January 2015.

High School Feedback Reports were next on the agenda, and Leah Schultz joined the group by telephone from Boise. She reported that postsecondary attendance for Idaho high school graduates data had been obtained from the National Student Clearinghouse (NSC) and reports are being developed for high school district superintendents. Initially, feedback will be requested regarding which data elements, definitions and formats should be given the highest priority. The School Net system capabilities are being tested for distribution of these reports as the districts already use this for many other tasks. Leah expressed optimism that "we are on the verge of having data to support really exciting and meaningful research." There was interest in obtaining assistance with data analysis for research, including possibly inviting a doctoral student from an Idaho institution to do research using the SLDS and related data. The transition from postsecondary institutional reports to the SLDS for feedback to school districts should introduce more consistency to these reports.

Andy demonstrated some draft feedback reporting concepts. A set of standard reports in pdf format is envisioned with a front-end that provides menu driven access. Creating compiled data on a Microsoft SQL Server will also enable queries to be executed without access to the underlying unit records.

Discussion of the status of the **Western Interstate Commission on Higher Education (WICHE)** project followed. Andy asked postsecondary institutional representatives to informally report on the status of the request sent by OSBE staff to report all attendance and graduation records following the freshman class of 2004-05. Records compiled on students in this cohort across the WICHE service region were made available to the postsecondary data providers at the beginning of August. Institutional representatives indicated they thought the August 24th deadline seems feasible, but most had not actually started compiling these data.

An informal progress report on the SLDS **Data Dictionary** was next. The tables are being re-examined one at a time, during weekly telephone conference calls. Tables containing data elements initially prioritized as essential for ARRA reporting are being supplemented with additional tables and date elements for the broader scope of the SLDS purposes. The intent is not to build one super data set, but rather store the tables independently with defined links based on key fields such as the EDUID, term codes, etc. The team anticipated the addition of tables to accommodate PTE and school-based data, such as finances.

Day 3, August 9th – 9:00 a.m. to Noon

Attending: Wayne Burr, State Department of Education; Ann Lewis, North Idaho College; Archie George, University of Idaho; Georgeanne Griffith, Lakeland School District; Scott Grothe, Office of the State

Board of Education; Andy Mehl, Office of the State Board of Education; Vera McCrick, Professional Technical Education; Linda Clark, Meridian School District.

Attending:
Wayne Burr, State Department of Education;
Linda Clark, Meridian School District.
Archie George, University of Idaho;
Georgeanne Griffith, Lakeland School District;
Scott Grothe, Office of the State Board of Education;
Ann Lewis, North Idaho College;
Vera McCrick, Professional Technical Education;
Andy Mehl, Office of the State Board of Education.

Absent:
Devan DaLashmutt, Kuna School District;
Ken Edmunds, State Board of Education;
Tami Haft, North Idaho College (Registrar);
Jeanie Meholchick, Idaho Department of Labor;
Vince Miller, Idaho State University;
Joyce Popp, State Department of Education;

 The Data Access and Use Policy document was reviewed, with frequent reference and occasional updates to the **Data Quality and Management Standards, DMC Bylaws,** and **Document Creation and Posting Instructions** documents. Doug Armstrong had suggested a number of updates and changes, including clarification of the Public Records requests as distinguished from data and report creation requests, security procedures for delivery of data and reports containing sensitive personal information, and coordination and consistency among these documents. Andy incorporated numerous changes into new drafts, using track changes, and will be distributing these to DMC members for review and feedback.

Finally, some meeting times where scheduled for the DMC and Data Dictionary team, via the MS Outlook calendaring system. As these dates are subject to change I did not attempt to record them in the minutes, please monitor your email.