

Data Management Council  
Boise and Video Conference  
August 24, 2011  
MINUTES

Attendance in Boise

**Andy Mehl, John Romero, Joyce Popp, Leah Schultz, Scott Grothe, Steve Grantham; Absent: Vera McCrink**

Attendance remotely

**Ann Lewis, Archie George, Devan DeLashmutt, Ken Edmunds, Georgeanne Griffith, Linda Clark, Susan Simmons, Tami Haft**

1. Data Quality Campaign Survey – explanation and review of critical items – Leah  
**Leah reviewed the survey and explained that it covers 10 action items (Idaho only has 2) and that every state fills it in. Idaho has already met the requirement for the 10 elements so now we are working on these action items. Leah focused on the questions that were related to data governance committees / councils. Leah emailed a final draft of the survey and asked that any comments or questions are emailed to her and Andy by August 30.**
2. Policy and ByLaws  
**The first reading of the governing Policy and Procedure for the DMC took place at the August Board meeting. The Policy was approved as written. The Council will now need to finalize their ByLaws (referred to as the Charter in prior minutes). Andy will send out the Policy and Procedure to the Council and will also visit with Tracie about what we need to do with our ByLaws.**
3. Review the Access & Security Policy and the DAUP Policy; look at possibly combining the two policies  
**The two policies have been combined so we now only have one document. There was a lot of discussion, much of it focused on the extent to which various state agencies and institutions should have access to Level 3 data from the entire SLDS, not just their own data, and some changes were made to the document. It is still in draft form.**

Suggested items for September 14 meeting:

1. **Review the ByLaws (Andy will send a draft prior to the meeting)**
2. **Review the Access & Security Policy**
3. **Review data quality standards**
4. **Review data dictionary (Andy will send the latest version to the Council)**