Data Management Council Boise and Video Conference September 14, 2011 MINUTES

<u>Attendance in Boise</u>
**Andy Mehl, John Romero, Leah Schultz, Scott Grothe, Susan Simmons, Steve Grantham, Vera McCrink;
Absent: Linda Clark, Devan DeLashmutt, Joyce Popp, Ken Edmunds, Tami Haft**

<u>Attendance remotely</u>
Ann Lewis, Archie George, Georgeanne Griffith

New Andy will post all the documents and the minutes on the SBOE web site.   Council members will go there to get the latest versions.

1.   Governing Policy and ByLaws
     The first reading of the governing Policy and Procedure for the DMC took place at the August Board meeting. The second reading will be at the October Board meeting. The Policy was reviewed by the Council and a few changes were made. The Council still needs to finalize their Bylaws. Andy will post the latest versions of these documents on the web site.

2. SLDS Project and ARRA deadline
     Andy has 2 programmers on board, with the following responsibilities assigned:
     1.   **File transfer piece - secure upload FTP process**
     2.   **File upload process – staging tables, errors and warning logs, etc.**
     Timeline: done by the end of this week, 16th

     There was a lot of (too) detailed discussion about the SLDS project specifically related to the submission of the PostSecondary data. Postsecondary institutions will upload 5 files. The 5 files will include end of term data for summer 2010, fall 2010 and spring 2011. Andy went through STUDENT table last week with the programmer. This week he will go through REGISTRATION and SECTION table, and plans to have the final two (DEGREE/CERT and RACE/ETHNICITY) reviewed with the programmer by Monday.

     Andy will revisit the column in the Data Dictionary that indicates whether a field can be null if file transferred. The EDUID is one of those required fields.

     Andy will schedule a block of time next week with the Institutional Researchers from all of the institutions to talk about the requirements to meet the ARRA deadline. He will need an initial set of data from all of them, and will have to demonstrate that he could run the report. No report is submitted and no visit is expected, according to Andy.

     Andy will send the Council a copy of the Security Policy that is required for the ARRA deadline. It has to be approved by the Council.

3.   Access & Security Policy

Dated: 09/16/2011

The two policies have been combined so we now only have one document. There wasn't a lot of discussion about this policy.   Andy will post the latest version of this document on the web site.

4.   Data Quality Standards
   There was discussion about what standards will need to be in place, ie. covering topics such as missing data, wrong data is in place, duplicate records, etc. Andy and Scott will work on a document to be discussed at the next meeting.

   Suggested items for October 5 meeting:

2.   Security Policy
3.   Data quality standards
3.   Access & Security Policy
4.   Progress on SLDS Project and ARRA deadline

   NOTE: The September 28 meeting has been canceled. Starting in October, the meetings will be the first Wednesday of the month from 2 – 4p MST.

Dated: 09/16/2011