Attendance

Ann Lewis, Archie George, John Romero, Joyce Popp, Ken Edmunds, Linda Clark, Scott Grothe, Steve Grantham, Susan Simmons; Absent: Devan DeLashmutt, Georgeanne Griffith, Tami Haft, Vera McCrink; Others in attendance: Andy Mehl, Leah Schultz

June 29

1. Overview of the purpose, goals, objectives, and responsibilities of the council
   Andy welcomed the group to the first meeting of the DMC. His comments included a summary of the SLDS Project emphasizing that we have ARRA requirements to meet in September 2011. He clarified his role as a non-member of the DMC, and that instead he and Leah are resources for the Council. Andy's presentation included several slides, with one in particular that aided in the discussion on the purpose and role of the Council:

   > **Purpose and Role**
   > 1. **Data quality**
   > 3. **Access**
   > 4. **Standards/Change Management**
   > 4. **Process/policies/procedures**
   > 5. **Security**

   Andy will make revisions to this slide from the discussion and will send it out to the Council.

2. Discuss / determine organization of the council and the decision making process
   Interim assignments made included Steve Grantham as Chair, Linda Clark as Vice-Chair and Ann Lewis as Secretary. If a member isn't able to attend we will allow proxies. Simple majority will be the rule. Initially the Council will address some operational tasks, but will then turn primarily to policy type decisions. There will be working groups assigned specific tasks by this Council. One example of that type of group is the Directors of Institutional Researcher who are currently working on the Postsecondary data dictionary.

3. Review of the draft bylaws and policy
   Steve and Andy will make revisions to the Bylaws and send out to the Council to review before the July 18 meeting.

   Assigned Action Items

1. **Andy will make revisions to the 'Purpose and Role' slide and send to the Council.**
2. **Steve will work with Andy to put together a draft of the ByLaws which will be sent to the Council prior to the July 18 meeting.**
3. **Joyce will check with Ross Lemke (one of the drivers of data councils) who is visiting on July 12 and 13 to see if we can setup a time to visit with him.**

Dated: 07/05/2011

June 30 (Note, agenda changed with new Chair in place)

1. Finish housekeeping

2. Checklist on ARRA
   Andy talked about his 4-Phase Project Plan, and it was recommended that he update the Plan and bring it to the July 18 meeting. Andy talked about what he sees as roadblocks to meeting the September 2011 ARRA deadline.

3. Start discussions on access and security
   Andy revised the dates that Postsecondary data will be sent to him from a July deadline to August. The timeframe is very tight.

Meetings Scheduled
The meetings will utilize Microsoft Live for remote attendees. The Boise members that are available will meet in a conference room.

July 18, 2 hours
9:30 - 11:30 MST

August 9, 2 hours
11:30 - 1:30 MST

August 24, 2 hours
2:00 - 4:00 MST

Sept 14, 2 hours
2:00 - 4:00 MST

Sept 28, 2 hours
2:00 - 4:00 MST

Initial list for agenda items for July 18 meeting:

1. **Finalize ByLaws**
2. **Review/approve Andy's Project Plan with emphasis on security and access with special attention to any roadblocks**
3. **The meeting schedule will be reviewed, looking at currently scheduled meeting dates as well as regularly scheduled meetings**

Dated: 07/05/2011