

Data Management Council  
Boise and Video Conference  
January 04, 2012  
MINUTES

Attendance in Boise

**Andy Mehl, John Romero, Joyce Popp, Leah Schultz, Scott Grothe, Vera McCrink), Devan DeLashmutt;  
Absent: , Ken Edmunds, Ann Lewis, Tami Haft**

Attendance remotely

**Archie George, Linda Clark**

**\*New\* Data Management Council website**

[http://www.boardofed.idaho.gov/research\\_stats/data\\_management\\_council.asp](http://www.boardofed.idaho.gov/research_stats/data_management_council.asp)

1. Dual Credit Instructor ID (EDUID) for classes taught by postsecondary.  
**Linda Clark raised a need for having a unique instructor ID for those classes taught to K-12 high school students by postsecondary faculty. The upcoming ISEE upload requires them to populate that field. Joyce commented that it is required for some of the reporting. Leah volunteered to take the lead with postsecondary with this issue and set up a meeting with the dual credit coordinators and registrars. Since the meeting, this has been discussed with the State Department of Education, OSBE staff, dual credit coordinators, and NIC. An item was added to the 02/02/12 CAAP meeting to discuss this item.**
2. Update on the Postsecondary SLDS

**The postsecondary SLDS data is being loaded, running into issues, able to resolve most of them.**

**Items of concern:**

- **The timeframe for the data being requested from the Postsecondary Institutions includes summer 2010, fall 2010 and spring 2011. The institutions have only requested EDUIDs for fall and spring, so they need to do that for the summer students.**
- **Only 5 of the 8 institutions have sent their submissions.**
- **The programmer has corrected some of the issues, still awaiting correction of a problem with the LCSC student file moving data to the wrong columns. Also have uncovered and corrected several additional bugs. Starting to load Section files (courses). Ordered a copy of the College Board CEEB code list as current list is not complete.**

***Note: Andy sent an email to the Postsecondary institutions regarding the summer 10 students needing EDUIDs plus a project timeline on 12/07/2011. – resolved EDUID issues with NIC and CSI.***

3. Discussion of the SLDS FY2012 Grant application  
**The grant application was submitted late. Subsequent to the meeting, the US Department of Education extended the deadline to January 13<sup>th</sup>. The grant application was revised and**

Dated: 1/04/2012

resubmitted on January 12<sup>th</sup>. The grant applications will be evaluated with notification of results most likely in 2<sup>nd</sup> quarter 2012 and funding to the successful applicants in July 2012. There were 31 eligible applicants by the original deadline. Further update will be provided at the next meeting.

4. Council membership

Steve Schmidt of Boise State University has been asked to join the Council. Linda moved to the Chair position from her position as Vice Chair. Vera was voted in as Vice Chair.

5. Council Meeting Schedule

The Council discussed the need for face to face (FTF) meetings. The first FTF meeting will be used for finalizing the outstanding Council documents and is scheduled for February 27<sup>th</sup> and 28<sup>th</sup> at the Grove Hotel in Boise. The second FTF meeting was suggested so that the Council could take some field trips. Ideas for field trips included visiting a school district, a postsecondary institution, and the Department of Labor. It was also suggested that the Council meet with the Institutional Researchers (IR) and Registrars when they have their March meetings.

There is funding for quarterly FTF Council meetings which cover all the costs of travel for Council members. Andy sent the form and reserved the facility for February.

**1<sup>st</sup> meeting: The dates for the FTF meeting to finalize the Council documents (etc.) are February 27th (10a to 4p) and 28th (8a to noon).**

Tentative agenda items include:

1. Data Quality Management & Standards
2. Access & Use document
3. MOU Template
4. Confidentiality agreement
5. Data dictionary (possibly) – need to look at what is the role the Council (also on agenda for the March FTF with the IR/Registrars)
6. Research questions/agenda – with special emphasis on the 60% goal

**2<sup>nd</sup> meeting: The dates tentatively decided by the Council for the second FTF meeting will be during the week of the March 19<sup>th</sup>. The Institutional Researchers (IR) and the Registrars are all down in Boise at the beginning of that week and it was thought that it would be helpful to also meet with those groups.**

Suggested items for February meeting:

1. Update on the SLDS project
  1. Status of load, meeting with Department of Labor
  2. Request for estimated costs for ETL process.
3. Prepare for Feb. meeting - make sure all documents on the web site with latest version, and create notebooks for Council members (Leah & Andy will take care of this)
4. Plan for March meeting with IR and Registrars on March 19th/20th (also include site visits to School Districts / Postsecondary / DOL)