

Idaho State Board of Education Data Management Council (DMC) Meeting Minutes

9.6.2017		2:00 pm MST				Conference call			
Meeting called by:	Carson Howell, Chair								
Type of meeting:	Regular meeting								
Note taker:	Shari Ellertson								
Members and attendance status: P =present, A =absent	Connie Black	A	Chris Campbell	P	Don Coberly	P	Shari Ellertson	P	
	Tami Haft	A	Carson Howell	P	Todd King	P	Heather Luchte	A	
	Vince Miller	P	Matthew Rauch	P	Georgia Smith	P			
Other Attendees:	Doug Armstrong, Andy Mehl –Office of the State Board of Education (OSBE) Salvador Vazquez – Idaho Department of Labor (IDOL) Teresa Hammer – Idaho Division of Career-Technical Education (CTE) Kelly Everett – Idaho State Department of Education (SDE)								

Meeting Minutes			
Discussion:	Minutes from the June and July meetings. No corrections or additions.		
Conclusions:	Motion to accept (Vince/Georgia). Motion carried unanimously.		
Action Items	Person Responsible	Deadline	
Post minutes on OSBE Website.	Doug	October	

Topic 2: Vacancy on the DMC			
Discussion:	Carson read the letter of interest to serve on the DMC from Luke Schroeder, Superintendent of the Kimberly School District.		
Conclusions:	Motion to recommend Luke to fill the vacancy on the DMC (Vince/Shari). Motion carried unanimously.		
Action Items	Person Responsible	Deadline	
Forward recommendation to State Board of Education.	Carson	October	

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Topic 3: RMC Contract		
Discussion:	This item pertains to the data request from Jacki Ismail at Boise State for student level data to the Regional Math Centers for evaluation of that program. Questions regarding the contract terms were raised; want to make sure that SDE officials have the opportunity to review the terms. Andy suggested that EDUID be replaced with a ResearchID to add one more layer of privacy.	
Conclusions:	Motion to approve (Vince/Shari). Motion withdrawn. The item was tabled.	
Action Items	Person Responsible	Deadline
Additional information needed.	Chris (?)	October

Topic 4: Andre Barber, UC Santa Cruz		
Discussion:	This item pertains to a research request from a doctoral student at UC-Santa Cruz. The topic is the four-day school week, a topic about which the Board has expressed interest. Discussion was held about particulars of the request. It was noted that the request did not include IRB approval or the data request form. Questions were raised about whether the Council could/should put parameters around the types of requests that would be entertained; it may be good to get the input of a DAG regarding what type of parameters would be allowable.	
Conclusions:	The DMC elected to not take action at this time. Possibility of having IRB training at our in-person meeting to determine procedures and requirements for IRBs. Also, possibly have the DAG there to advise on the request parameters.	
Action Items	Person Responsible	Deadline
Carson to communicate with Andre that the request was not approved.	Carson	9/15

Topic 5: Bluum Data Request		
Discussion:	This item pertains to the Albertson's Foundation 20 in 10 initiative. Discussion was held about the request. The request may require significant resources. SDE would need to audit the request to determine workload required to fulfill the request and evaluate their available resources.	
Conclusions:	Follow-up is needed.	
Action Items	Person Responsible	Deadline
Carson and Chris to work on outreach to the organization for clarity and possible winnowing of the request for reconsideration.	Carson & Chris	October

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Topic 6: Nichole Hall BSU			
Discussion:	This request pertains to the Fast Forward Program for the purposes of her master’s thesis. Some questions were raised about the timeline of her data request, the parameters, and so forth. Also a question was raised about ensuring that the adviser is approved under her IRB that she shared.		
Conclusions:	Follow-up is needed to obtain clarification.		
Action Items		Person Responsible	Deadline
Chris will reach out to Nichole.		Chris	October

Topic 9: Report on the WICHE Data Request			
Discussion:	This item was time-sensitive and dealt with by the Council via email. Carson reported that the grant proposal discussed via email was submitted.		
Conclusions:	A vote was taken via email. Carson reported “Eight votes were cast via email. Results of the vote were affirmative.”		
Action Items		Person Responsible	Deadline
N/A			

The meeting adjourned at 3:12 p.m.