

Idaho State Board of Education Data Management Council Minutes

1.6.2016				2:00 pm MST		Conference call	
Meeting called by	Carson Howell, Chair						
Type of meeting	Regular meeting						
Note taker	Vincent Miller						
Members (attendance status: P=present; A=absent)	Ken Campbell: P, Don Coberly P; Shari Ellertson P, Chris Campbell P; Georgeanne Griffith: 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 - OSBE, Jessica Beaver- DOL, Andy Mehl - OSBE						
Approval of Meeting Minutes							
Discussion	The council reviewed the meeting minutes from December 8, 2015.						
Conclusions							
Action Items				Person Responsible		Deadline	
Motion by Vince Miller and seconded by Ken Campbell to approve the meeting minutes as amended. Motion passed unanimously.				Carson Howell will see that the approved minutes are posted to the DMC webpage		02/06/2016	
Masking of Data Discussion							
Discussion	The council discussed the issues related to data masking and reporting.						
Conclusions	Carson will add this item to the agenda for the in-person meeting of the DMC in March 2016.						
Action Items				Person Responsible		Deadline	
Carson will add this item to the agenda for the in-person meeting of the DMC in March 2016.				Carson Howell		03/21/2016	
Approval for Federal Reporting requirements and annual review							
Discussion	See next agenda item. Approval for Federal Reporting requirements and annual review was handled in conjunction with the agenda item - "160 & C161 ARRA/SFSF federal reports approval"						
Conclusions							
Action Items				Person Responsible		Deadline	

Idaho State Board of Education Data Management Council Minutes

160 & C161 ARRA/SFSF federal reports approval		
Discussion	The council discussed existing federal reporting done by the Idaho State Board of Education (SBOE) and the Idaho State Department of Education (SDE).	
Conclusions	Rather than have every existing federal report come before the Data Management Council for approval, it would be more efficient to authorize the SBOE and SDE to submit existing federal reports and then report to the council about the submissions. The SBOE and SDE will provide copies of these federal reports to the council with a brief description of the purpose and the type of data that each reports contains.	
Action Items	Person Responsible	Deadline
Motion by Georgia Smith and seconded by Shari Ellertson to authorize the SBOE and SDE to submit to the federal government required data for existing reporting requirements. The SBOE and SDE will report to the DMC about these submissions and provide a brief description of the purpose and the type of data that each reports contains. Motion passed unanimously.	Carson Howell and Chris Campbell	SBOE and SDE staff will report at least annually to the DMC about federal reporting.
Direct Admit by Legislative Districts		
Discussion	Carson Howell and Andy Mehl reported to the council about a report that was generated for the Idaho Legislature that contained the headcounts by legislative districts and high school of the number of students receiving the direct admissions letter sent by the Idaho State Board of Education.	
Conclusions	Andy will send a copy of this report to the council.	
Action Items	Person Responsible	Deadline
Informational item. Andy will send a copy of this report to the council.	Andy Mehl	01/22/2016

Idaho State Board of Education Data Management Council Minutes

FAFSA completion - discussion of using software developed by Colorado - see attached. - Request for approval of the MOU.		
Discussion	<p>i. Background - last year SBOE piloted providing the FAFSA completion information back to the High Schools - SBOE have an agreement with the U.S. Dept. of Education that allows SBOE to supply identifiable student information back to the high schools / districts on which of their students have started and/or completed a FAFSA. SBOE did this by downloading "ISIR" files then creating individual Excel files and using secure transfer to post these to each counselor who has signed the MOU. (SBOE now have 67 counselors with signed agreements, and 2 awaiting processing)</p> <p style="text-align: center;">ii. Proposal - SBOE plans to repeat this again this year, but SBOE recently received a letter from Colorado offering up their solution developed with funding from the Kresge foundation. If SBOE signs the MOU they will supply the software that SBOE can install on a server (free of charge). Once SBOE set up the counselors, this system would allow the counselors to view their data and download without requiring all the manual effort SBOE went through last year. The system also contains aggregate reporting and SBOE would be required to submit aggregate statistics to Colorado (no PII would be transferred to Colorado).</p> <p>1. Changes - since SBOE now knows who the high school seniors are (thanks to the Direct Admission Project), SBOE will be better able to identify students who don't enter their high school correctly (last year SBOE manually reviewed and tried to fix as many of these as SBOE could and limited students based on age and year in college). This system provides several status codes SBOE did not deliver last year - basically SBOE said whether the FAFSA was complete or not. This breaks down the status further. Last year, SBOE had several counselors who were not able to pull files from the secure transfer, most of which were eventually solved, but the hope is this solution will eliminate the remaining issues.</p>	
Conclusions	<p>After reviewing the documentation about the FAFSA web application and the memorandum of understanding (MOU) between the Colorado Department of Higher Education, Colorado Department of Education, and the Office of the Idaho State Board of Education the council members believed it was good to move ahead with this project. After the web application code is received from Colorado it will be tested to ensure the product works well wells before releasing it to high school counselors.</p>	
Action Items	Person Responsible	Deadline
<p>Motion by Georgia Smith and seconded by Georgeanne Griffith to approve the MOU between the Colorado Department of Higher Education, Colorado Department of Education, and the Office of the Idaho State Board of Education and obtain the web application code and test the product to ensure the product works wells before releasing it to high school counselors. Motion passed unanimously.</p>	Carson Howell	02/18/2016

Idaho State Board of Education Data Management Council Minutes

Schedule in-person meeting			
Discussion	The council discussed when to hold the spring in-person meeting.		
Conclusions	Carson will send a Doodle Poll to each member to establish the best time to meet. The IR Directors meeting will try to be scheduled either before or after the DMC meeting.		
Action Items	Person Responsible	Deadline	
A Doodle Poll will be sent to each member	Carson Howell	02/08/2016	
Annual report to the legislature on added data elements and data release approvals			
Discussion	Carson informed the council that Matt Freeman will present to the legislature an annual report that contains information about added data elements to the State Longitude Data System, data release approvals, and the grants that were awarded for research projects.		
Conclusions	Informational item		
Action Items	Person Responsible	Deadline	
Informational item			
Meeting Adjournment			
Discussion	Adjourn meeting		
Conclusions			
Action Items	Person Responsible	Deadline	
Motion by Shari Ellertson and seconded by Georgia Smith to adjourn the meeting. Motion passed unanimously.	-	-	