

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

7.13.2018		8:45 AM MDT				In Person Meeting		
Meeting called by:	Cathleen McHugh, Chair							
Type of meeting:	In Person Meeting – OSBE Board Room							
Note taker:	Doug Armstrong							
Members and attendance status: P=present, A=absent	Chris Campbell	P	Don Coberly	P	Tami Haft	A	Todd King	P
	Heather Luchte	P	Cathleen McHugh	P	Vince Miller	P	Matthew Rauch	P
	Luke Schroeder	A	Georgia Smith	P	Open		Open	
Other Attendees:	Doug Armstrong, Andy Mehl –Office of the State Board of Education (OSBE)							

Election of Officers			
Discussion:	A call for volunteers was made for the positions Vice-Chair and Secretary. Chris volunteered to serve another year as Vice-Chair. Heather volunteered to serve as Secretary. There were no other volunteers for either position.		
Conclusions:	Chris was elected Vice-Chair and Heather was elected Secretary by a vote of 8-0.		
Action Items	Person Responsible	Deadline	
N/A	---	---	

Open Positions on the DMC			
Discussion:	Two open positions on the DMC were discussed. The terms run through June 30, 2020. Position 1 is for a community college representative. Position 2 is reserved for anyone from one of Idaho's 8 colleges and universities. A total of 4 letters of interest were received.		
Conclusions:	For position 1, Dianna Renz of North Idaho College was nominated (Chris/Georgia). She was recommended with a vote of 8-0. For position 2, Dale Pietrzak of the University of Idaho was nominated (Georgia/Heather). He was recommended with a vote of 8-0.		
Action Items	Person Responsible	Deadline	
Dianna and Dales names and letters of interest will be forwarded to the State Board of Education for approval.	Cathleen	August Board Meeting	

RTI Data Request (U S News and World Report)			
Discussion:	The RTI request was discussed. It is several months away and may change. No motion was made. The DMC will discuss when the request is finalized.		
Conclusions:	N/A		
Action Items	Person Responsible	Deadline	
N/A	---	---	

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Change Makeup of DMC Membership			
Discussion:	There was discussion on if a 13 th member should be added to the DMC. One recommendation is that this position should be reserved for a representative of a charter school. Several people thought this should be put off until the two new members are on board. It was also questioned why charter schools should have dedicated representation. They are not exempt from being one of the three members from a public school.		
Conclusions:	N/A		
Action Items		Person Responsible	Deadline
Bring to the DMC justification for adding a 13 th Member and why it should be dedicated to charter schools.		Cathleen	September

Data Rubric and Approval Process			
Discussion:	Cathleen provided information on a rubric the DMC can use to review and approve data requests. Several suggestions were made on the rubric and approval process.		
Conclusions:	N/A		
Action Items		Person Responsible	Deadline
The suggestions will be reviewed and added to the rubric. It will be brought back to the DMC at a later meeting.		Cathleen	September

Data Masking Guidelines			
Discussion:	Doug provided a draft of the Aggregate Data Masking Guidelines. There were several comments about the complexity of masking data. It was recommended that this document be broken down into two documents. One would be a set of rules to show when masking must be completed. The second would be a larger document giving recommendations on how to mask aggregate data.		
Conclusions:	N/A		
Action Items		Person Responsible	Deadline
Provide feedback on the Data Masking Guidelines.		All DMC Members	July 31
Compile changes and bring to the DMC for approval.		Doug	September

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Institutional Review Board (IRB)		
Discussion:	Andy reported that the DMC had an IRB for several years as a requirement of their SLDS grant. It had never been used. Due to the cost, it has been canceled. If needed, the DMC may work with BSU, UI, or ISU.	
Conclusions:	N/A	
Action Items	Person Responsible	Deadline
N/A	---	---

Training for School Districts to Avoid Inadvertent Data Disclosures		
Discussion:	Schools need additional training to deal with inadvertent data disclosures. The Idaho Education Technology Association (IETA) is putting together groups to deal with cyber security and data privacy. They have similar goals and there was discussion of working with IETA. It was decided that a few members can work with IETA and report back to the DMC.	
Conclusions:	N/A	
Action Items	Person Responsible	Deadline
Work with IETA to assist with data disclosures.	Cathleen, Chris, Heather, Matthew	ASAP

Update on Data Requests		
Discussion:	Cathleen provided updates on previous data requests. Data for the CREDO request had been sent. The report was returned from RMC Research.	
Conclusions:	N/A	
Action Items	Person Responsible	Deadline
N/A	---	---

Update from Members		
Discussion:	Members discussed various information items that may interest others on the DMC. These include ISEE updates from the Todd and badge updates from Heather.	
Conclusions:	N/A	
Action Items	Person Responsible	Deadline
N/A	---	---