

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

6.13.2018		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: <b>P</b> =present, <b>A</b> =absent	Connie Black	-	Chris Campbell	-	Don Coberly	P	Shari Ellertson	P	
	Tami Haft	-	Carson Howell	P	Todd King	P	Heather Luchte	-	
	Vince Miller	P	Matthew Rauch	-	Luke Schroeder	P	Georgia Smith	P	
Other Attendees:	Andy Mehl & Cathleen McHugh – Office of the State Board of Education (OSBE) <b>Jessica Beaver-Nelson</b> – Idaho Department of Labor (IDOL) Kelly Everitt – Idaho State Department of Education (SDE) Selena Grace – doctoral candidate Boise State University (and staff member at ISU)								

Approval of the Minutes			
Discussion:	The minutes from 5/9/18 were presented and approved.		
Conclusions:	Motion to approve the minutes (Ellertson/Miller). Motion passed.		
Action Items	Person Responsible	Deadline	

Data Request			
Discussion:	Selena Grace, doctoral candidate at Boise State and an employee of ISU, submitted a data request for the purposes of her dissertation research. She has approval from the four principles/superintendents in the school districts and the Boise State IRB. She is seeking de-identified student-level data grades 4, 8, and 11 for three years 2013-14, 2014-15, and 2015-16. Requested data elements were shared and highlighted in an Excel spreadsheet.		
Conclusions:	Motion to support this project by providing the requested data (Smith/Ellertson). The motion passed.		
Action Items	Person Responsible	Deadline	
Follow up by Cathleen with SDE.			

Process Change for Data Requests			
Discussion:	Cathleen McHugh mentioned that she is working on an approval rubric/research agenda that the Council will consider at the in-person meeting. Georgia Smith offered to work on the draft with Cathleen. Cathleen also will put forward a timeline for requesters. Lastly, requests will be tracked from the point of receipt to the point they are fulfilled using the OTIS ticketing system.		
Conclusions:			
Action Items	Person Responsible	Deadline	
<b>Cathleen will provide drafts for consideration at the in-person meeting.</b>			

In-Person Meeting	
Discussion:	The meeting will be held July 13 at the Board Office. The agenda will include: Election of officers; Process changes for data requests; Data masking guidelines; Training for school districts; Updates on data requests; IRB; consideration of applications for vacancies on the DMC and whether any additional representation is needed on the Council.

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In-Person Meeting			
Conclusions:			
Action Items		Person Responsible	Deadline
<b>Cathleen will circulate the draft agenda in advance of the meeting.</b>		Cathleen	

CREDO Research Request Update			
Discussion:	CREDO researcher looking for an indicator of student eligibility for free-reduced lunch. SDE could potentially provide an indicator of eligibility for programs based on data from Health and Welfare. There has been an initial discussion, but Health & Welfare would need to sign off on the request before anything would go forward.		
Conclusions:	Motion to approve modifying the CREDO request to use the new data variable subject to the approval of Health & Welfare (Ellertson/Smith). The motion passed.		
Action Items		Person Responsible	Deadline
Cathleen and Chris will follow up on the request.		Cathleen & Chris	

Membership Changes			
Discussion:	There are two vacant positions on the Council. Some applications have been received for the 4-year postsecondary rep and no applications for the 2-year institution rep.		
Conclusions:	Applications will be considered at the in-person meeting.		
Action Items		Person Responsible	Deadline

NNU Request			
Discussion:	A request was received for the Go-On rate for Hispanic students by district. The Council discussed whether such information falls into the masking rules or the exceptions; it was determined the latter applied to this request.		
Conclusions:	Counts for Go-On will be provided by district.		
Action Items		Person Responsible	Deadline
The parameters for Go-On to be determined with the researcher.		Andy	

The meeting adjourned at 2:56 p.m.