

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

5.10.2022		9:15 AM Mountain Time		ZOOM Meeting		
Meeting called by:	Cathleen McHugh, Chair					
Type of meeting:	Regular meeting					
Note taker:	Doug Armstrong					
Members and attendance status: P=present, A=absent	Grace Anderson	P	Spencer Barzee	A	Chris Campbell	P
	Tami Haft	A	Todd King	P	Heather Luchte	A
	Cathleen McHugh	P	Ayaka Nukui	P	Matthew Rauch	P
	Thomas Sharpe	P	Georgia Smith	A	Scott Thomson	A
	Postsecondary - vacant					
Other Attendees:	Doug Armstrong, Cate Collins, Andy Mehl –Office of the State Board of Education (OSBE)					

Meeting Minutes			
Discussion:	The meeting minutes from September 13, 2022 were reviewed.		
Conclusions:	Motion to approve the September 13 minutes (Anderson / Campbell). Approved unanimously.		
Action Items	Person Responsible	Deadline	
Post September minutes.	Doug Armstrong	10/31/22	

Postsecondary At-Large Position			
Discussion:	The registrar position on the DMC is on the SBE agenda later this month. The postsecondary at-large position on the DMC is still open. Cathleen will reach out to the institutions in search of interested individuals. It may be any individual from BSU, CEI, CWI, ISU, NIC, or UI.		
Conclusions:	N/A		
Action Items	Person Responsible	Deadline	
Reach out to institutions in search of a candidate.	Cathleen McHugh	10/31/22	

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SHEEO / Direct Admission Data Request			
Discussion:	The SHEEO Direct Admissions data request was discussed. The Memorandum of Understanding (MOU) was reviewed. The standard MOU was adjusted to reflect the fact that SHEEO will be reviewing the data in OSBE offices and not taking at any point.		
Conclusions:	The SHEEO data request is approved after signing of the MOU (Anderson / Sharpe).		
Action Items		Person Responsible	Deadline
Work with SHEEO and OSBE to get the MOU approved.		Cathleen McHugh	11/30/22
Pull data and prepare for SHEEO visit to OSBE.		Doug Armstrong & Andy Mehl	TBD

Adjournment			
Discussion:	Discussion to adjourn the meeting.		
Conclusions:	Motion to adjourn (Campbell / King). Approved unanimously.		
Action Items		Action Items	Action Items
N/A			