

Agenda
 Data Management Council – In person meeting
 Tuesday, May 23, 2023
 OSBE Conference Room, Boise, Idaho

Meeting called by:	Cathleen McHugh, Chair					
Type of meeting:	Regular meeting					
Note taker:	Heather Luchte					
Members and attendance status: P=present, A=absent	Grace Anderson	P	Spencer Barzee	P	Lindsey Brown	P
	Chris Campbell	A	Todd King	P	Heather Luchte	P
	Cathleen McHugh	P	Ayaka Nukui	P	Shari Ellertson	P
	Georgia Smith	A	Scott Thomson	A	K-12 Urban - Vacant	
	Postsecondary – Vacant					
Other Attendees:	Doug Armstrong, Cate Collins, Briana Krebs, and Andy Mehl –Office of the State Board of Education (OSBE) Valerie Steffen, State Department of Education (SDE) Salvador Vasquez, Department of Labor (DoL) Ryan Gravette, IDLA					

Original agenda: **Black**

Discussion: **Red**

Action Items: **Blue**

9:00 Introductions including data roles

- **Action: At the June Meeting, approve and review minutes from April meeting.**

9:30 Consideration of application for community college position

- Nashea Noble Statement of Interest (see attached pdf)
- Nashea Noble Resume (see attached pdf)
- **Discussion: There are three positions now vacant, Spencer is moving to a new role and the DMC will need district representation from an at-large district.**
- **Action: Reach out to get nominations for DMC membership.**
 - **DMC members will let Cathleen know if they have candidates in mind.**
 - **Forward DMC membership information to Spencer, Todd, and Ayaka.**
 - **Forward DMC membership information to administrators, data staff, and others interested in membership.**
- **Motion was made by Shari and Grace to approve Nashea’s application for one year. Motion approved by all.**
- **Action: Nashea’s recommendation will go to the Board as a consent agenda item.**

10:00 Review of FERPA/Idaho Code 33-133 and how it applies to data masking– All

- FERPA

Code:

<https://www.ecfr.gov/current/title-34/subtitle-A/part-99?toc=1>

Definitions:

<https://www.ecfr.gov/current/title-34/subtitle-A/part-99/subpart-A/section-99.3>

- **Discussion:**
 - **Directory information was discussed and the question related to an institutional definition. An example with postsecondary is they don't report DOB.**
 - **Exceptions – reporting to federal government and masking (Dec. 2017, DMC meeting)**
- **Action: Cathleen will compile a list of questions to discuss more with Deputy Attorney General (DAG) on FERPA and more restrictions with Idaho Code 33-133.**
 - **Federal definition on directory and institutions don't include DOB as directory (ex. BSU/it can be obtained via subpoena).**
 - **Is EDUID for staff PII when staff is a student?**
 - **Race/ethnicity**
 - **Surveys – demographics (should DMC make a recommendation re: surveys)**

PTAC:

<https://studentprivacy.ed.gov/>

Exceptions:

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20Exceptions_HANDOUT_portrait.pdf

Disclosure Avoidance:

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FAQs_disclosure_avoidance_0.pdf

Data Deidentification:

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/data_deidentification_terms.pdf

Guidance Documents:

<https://studentprivacy.ed.gov/guidance>

- **Discussion: professional development for this group to come out, every 2-3 years**
- **Action: Cathleen will see if they can come out depending on priorities.**

- Idaho Code 33-133 –
<https://legislature.idaho.gov/statutesrules/idstat/title33/t33ch1/sect33-133/>
- **Discussion: Items missing, board goals and initiatives (ex. Apply Idaho), missing postsecondary references, now SDE IT moved to OSBE**
- **Action:**
 - For DAG, what is directory, but PII in 33-133
 - Further define board policy for implementation of 33-133
 - Summary report from Cathleen to governor and legislature/highlights (p. 34)
 - ISEE/PMAP updates/changes on definitions (p. 32)
 - Clarification on what data collections are to be considered part of the SLDS
 -

DMC Data Masking Exceptions

<https://boardofed.idaho.gov/resources/aggregate-data-masking-exceptions/>

- **Action: OSBE/SDE will report on federal reports to DMC, include IDCTE reports, make document more user friendly, measurements from SLDS also include IDCTE students since data is pulled from SLDS.**
- College Going Data Masking
- **Discussion: Cathleen shared similar concept from Louisiana.**
- **Action: This will be another exception for data reporting and added to the school report card with a notation why there is no redaction.**

11:00 OSBE Research agenda and role in data requests – Cathleen

<https://boardofed.idaho.gov/wp-content/uploads/2021/01/FY23-K-20-Strategic-Plan.pdf>

Research Strategic Plan (see attached pdf)

- **Discussion:**
 - **Public information requests vs. a research request. Boise State sends to public information officer, get data w/minimal effort (does record exist, writing code = no), due to complexity no staff time.**
 - **Same w/college student and research (no internal capacity).**
 - **Does it align with strategic plan and board goals?**
 - **Release directory information, not for the intent to sell.**
- **Action: Cathleen to share data sharing MOU.**

12:00 Lunch

1:00 Review of revised request forms and processes – DMC members & internal staff

- Data Request Process (see attached pdf)
- Data Request Form (see attached pdf)
- DMC Data Request Form (see attached pdf)
- Possible additions:
 - Does data require a FERPA exception? If so, please identify.
 - Is data request a reaggregation of otherwise released data?
 - Does data use provide Board actionable information on Idaho's education system?
 - How difficult will this be to fulfill?
 - Can results be used in another context?
- **Discussion: Review other state flow charts for ideas.**
- **Action: Finalize process, then form, external users create public information request, then flow to data request. OSBE staff will share form and process with the DMC.**

2:00 Discuss of DMC Bylaws and DMC Policies and Procedures – DMC members & internal staff

- Board Policy:
<https://boardofed.idaho.gov/board-policies-rules/board-policies/general-governing-policies-procedures-section-i/data-management-council/>
- DMC Bylaws
<https://boardofed.idaho.gov/resources/data-management-council-bylaws/>
- DMC Policies and Procedures
<https://boardofed.idaho.gov/resources/data-management-council-policies-and-procedures/>
- **Discussion:**
 - **Risk mitigation, knowing what vendors, systems overarching projects (Data Governance, between agencies)**
- **Action:**
 - **Cathleen will talk with Chris about using terminology related to preschool. Used for federal reporting.**
 - **Cathleen will seek clarification on governance**
 - **Measures, construction of and measures**
 - **Other systems and security plan (outside enrollment systems Quottly, Apply Idaho)**
 - **Work w/PPGA on the structure. Should DMC report to PPGA?**
 - **OSBE will share documents for recommendations and updates.**
- **Changes:**
 - **Further define SLDS with DAG and OSBE leadership**
 - **Owned by SDE, just OSBE**

3:00 Strategic Plan for next year – DMC members

- Data governance
<https://nces.ed.gov/forum/pdf/ForumGuidetoDataGovernance.pdf>
- What role should the DMC take next year?

Action:

- **Data request process, including forms (Andy, Doug, Chris, Todd)**
- **Data governance (other applications) and purview of DMC**
- **DMC members to read/review articles for best practices**
- **Share by-laws, policies – shared Google drive**
- **Review policies and bylaws for when/what the DMC should be doing (set calendar of recurring tasks) Ex. Oct Leg Report**
- **FERPA/33-133**
- **DMC: encourage/recommend best practices (surveys, masking, FERPA) vs regulations**
- **DMC role – governing SLDS/PMAP or statewide, advising board (is this the right group)**
- **Data privacy policy – ask Chris**
- **Todd/Chris/Doug /Andy– present plan on annually reporting on changes/updates to the data dictionary**
- **Share audit results with council**
- **Come up with plan for data quality checks**
- **Role of council: resource, accountability and improve**
- **Ask labor to present annually on their data and dictionary**

- How to better run meetings?

- **After new members are added, attempt to check for better meeting days and times.**

5:00 Adjourn

- **Spencer/Grace motioned to adjourn, approved (4:46 pm)**