

## Minutes of Data Governance Committee Meeting

July 22, 2021

The members of the Data Governance Committee met in the boardroom at Central High School in Jackson, MS, in person or via teleconference on Thursday, July 22, 2021, at 9:00 a.m. The meeting was available to all members via livestream. The meeting was held pursuant to Miss. Code Annotated Section 25-41-5.

The members present in the boardroom in Jackson, MS, were Alan Burrow, Melissa Biggs *as proxy for Jo Ann Malone*, Jill Dent, Jen Cornett *as proxy for Lea Johnson*, Sheila Franklin-Buie, Shakinna Patterson as proxy for Sonja Robertson, Tammy Crosetti, Jen Cornett *proxy for Wendy Clemons*, Jackie Sampsell, Cory Murphy, Sarita Donaldson, Deborah Donavan, and Tina Mason.

- I. Deborah Donovan called the meeting to order at 9:00 and attendance was recorded with some members via teleconference: Scott Clements, Brian McGairy, and Chauncey Spears.
- II. A quorum of the committee was present in Jackson, MS so the meeting could be conducted.
- III. Deborah Donovan asked for a motion to approve the minutes from the previous meeting. A motion was made by Sarita Donaldson and seconded by Jackie Sampsell. The committee voted unanimously to approve the minutes for June 4, 2021, meeting.
- IV. Deborah Donovan asked for a motion to approve the agenda for today's meeting. A motion was made by Jen Cornett and seconded by Sarita Donaldson. The committee voted unanimously to approve the agenda for today's meeting.
- V. There were four informational items and one action item on the agenda as follows:
  - a. Value Proposition for Data Governance Committee (Tina Mason) - Mrs. Mason read the official Value Proposition statement aloud. The statement supports the fact that MDE (MS Department of Education) recognizes that the data and information it collects, analyzes, and reports are a valuable asset, and as we would do with any asset it will need to be consistently managed. The management of that data will be accomplished through the collaboration of this committee which is comprised of the representatives from across the agency. As the statement reflects, the MDE will continue to move forward toward achieving accessible, usable, accurate data to resolve our data related issues, and to make those data-driven decisions by the committee. (No further discussion.)
  - b. Update on SBE (State Board of Education) Policy Manual Review: Data Impact Workgroup (Tina Mason) - this workgroup has been put together so we can address any possible changes to the State Board of Education's Policy Manual that may impact data collection and we are doing that to be proactive, and to be prior to the submission of any of the changes to the policy. This is a great example of how Data Governance is stretching our minds and how we are thinking about data and how we are to manage that data to achieve our MS Department of Education Strategic Plan Goals. This is ongoing, some of the program offices have already met and we have others that are to come. We will continue this work as the agency goes through the policy and updates its processes and procedures. (No further discussion.)
  - c. Change Control Board (Sarita Donaldson) - Per the work packet, we have made the decision to bring any changes for systems to the Change Control Board first, then to the

Data Governance Board. It does not change how our data owners submit requests, just a change in the order of operations. (No further discussion.)

- d. Update on Data Sharing Agreements with the MDE (Deborah Donovan) - We have executed agreements with Harvard University to evaluate Mississippi's performance-based licensure pilot, and then we have two agreements with Questar for MAAP (MISSISSIPPI ACADEMIC ASSESSMENT PROGRAM) and MAAP-A (Mississippi Academic Assessment Program Alternate) (Mississippi Academic Assessment Program Alternate) administration and this involves the data that is shared between MDE and Questar to facilitate the administration of those assessments. (No further discussion.)
- e. Work Keys Data Collection - Change Order (Alan Burrow) - We currently have a process in place to collect ACT (American College Test) assessment scores for English, Reading, and Math which is used in the Accountability model. This is collected through MSIS in a data collection window that is customized for collection of ACT data. We are proposing (with the addition of Work Keys Data to the Accountability System) is to add in an ACT Work Keys data collection functionality in the collection window in MSIS. We collect scores from ACT directly regarding state contracted assessments. Right now, that is the junior year state assessment that is given to all juniors. Schools and districts can enter in higher scores from other administrations. So, if the student retests with a higher score, then the score can be entered into the system. We do not (currently) have a process to collect that data directly from ACT so we must rely on schools and districts to give that information to MDE. The same thing will end up happening to ACT Work Keys. We have a state contract with ACT to administer ACT Work Keys through a reimbursement program and we will receive the data on those assessments, but if a student takes Work Keys in a different administration, a different method outside of that state contract we would not be able to collect that data. This change would give schools and districts the opportunity to enter higher score or higher certifications. Right now, we are just looking at whether a student earns Silver, Gold, or Platinum credentials on Work Keys. So, this would give schools and districts the ability to enter that manually in MSIS. Otherwise, we would only be able to collect what comes directly from ACT through the state contract.
  - i. Deborah Donovan asked for a motion to approve the change order (Work Keys Data Collection). A motion was made by Cory Murphy and seconded by Jen Cornett (proxy for Wendy Clemons). Further Discussion: (Sarita Donaldson) Is this for the upcoming school year? (Alan Burrow) Yes, this is for the 2021-2022 school year. We would be looking at collecting this data next summer (generally in July). The committee voted unanimously to approve the change order.

- VI. Deborah Donovan asked for a motion to adjourn the meeting. A motion was made by Jackie Sampsell and seconded by Sarita Donaldson. (No further discussion.) The committee voted unanimously to adjourn the meeting.

Approved by:

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Data Governance Committee Chair

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Data Governance Committee Secretary