

Minutes of Data Governance Committee Meeting

November 16, 2023

The members of the Data Governance Committee met in the boardroom at Central High School in Jackson, MS, on Thursday, November 16, 2023, at 9:00 a.m. with some members via teleconference. The meeting was available to all members via livestream. The meeting was held pursuant to Miss. Code Annotated Section 25-41-5.

The following members were present, and locations were recorded: Alan Burrow (Timothy Scott proxy-Jackson, MS), Jo Ann Malone (Jackson, MS), Brett Robinson (Jackson, MS), Armerita Tell (Jackson, MS), Jill Dent (Jackson, MS), Judy Nelson (Greg Smith proxy) (Jackson, MS), Scott Clements (Jackson, MS), Donna Hales (Jackson, MS), Brian McGairty (Jackson, MS), Letitia Johnson (Jackson, MS), Sonja Robertson (Jackson, MS), Wendy Clemons (Jackson, MS), Jennifer Boykin (Jackson, MS), Jackie Sampsell (Jackson, MS), Cory Murphy (Jackson, MS), Elizabeth Simmons (Jackson, MS).

Members present were reminded to turn their cameras on if they are virtual.

- I. Deborah Donovan called the meeting to order at 9:00 a.m. and attendance was recorded.
- II. A quorum of the committee was present so the meeting could be conducted. Voting members were reminded to have their cameras turned on while voting.
- III. Deborah Donovan asked for a motion to approve the minutes from the previous meeting. A motion was made by Wendy Clemons and seconded by Armerita Tell. The committee voted unanimously to approve the minutes for the March 10, 2023, meeting. (No further discussion.)
- IV. Deborah Donovan asked for a motion to approve the agenda for today's meeting. A motion was made by Jennifer Boykin and seconded by Donna Hales. The committee voted unanimously to approve the agenda for today's meeting. (No further discussion.)
- V. Workgroup Reports:
 - a. Information: Data Sharing Agreement Workgroup - Update [Donna Hales] – This is a bit of a recap from March 2023. Several renewals and extensions like ACT, the two Data Recognition Corporation, EIS/MSU/RCU, IB, MS Migrant agreements were all executed or renewed during this time. There were two for Avant and Data Recognition Corporation for the Seal of Biliteracy that were executed. Those were new ones. Then you have Hanover Research Council was executed and that was in conjunction for the PEER report that was executed. There are two agreements for Houghton Mifflin Harcourt which are the MAAP and MAAP-A agreements that was buyout of NWA which was the buyout of Questar. Then you had the MS State Social Science Research Center which is a report on the APR Gear Up project which was executed and then the University of Mississippi CERE which is AP STEM. No updates on the Interagency Agreements. (No further discussion.)
 - b. Information: Course Code Workgroup - Update [Wendy Clemons] - we are at a crossroads for course codes. We are excited about [MSIS] 2.0 and what it promises as it relates to course codes. We have tried to get out of the business of putting out printed copies of course codes because once they are printed, they are obsolete. We have really been working toward directing the field to the actual student information system to acquire their

data because it's more up to date. That being said, we are faced with some policies that we are going to have to revise because it references the course code manual which indicates that it is an actual document. We are working on that. Hopefully, we will have all that language up by 2024-2025 which as I understand is still when we will have our launch of [MSIS] 2.0. So, typically in the spring, usually by February we try to get out the new course codes for 24-25 because those of you who are in the school business know that not only do you have close out one year, but you have to begin planning for the next and so districts are highly dependent on looking at those course codes and making sure course are going to be available and how they are going to schedule their students. So, I think we are going to have to be in really good communication with OTSS because if we are putting something out in February it really needs to represent what it's going to look like July 1, 2024, because that's planning for that upcoming school year. So that is going to be an interesting transition. We have also been working with OTSS on trying to map out the course code process. We have an academic team and a CTE team. We are going to do a visual roadmap and then add verbiage. We will then have a meeting about Common Education Data Standards which is another way of identifying courses by codes. This is a system that several states use, and we are looking at for the future. (No further discussion.)

- c. Information: Chair Update [Deborah Donovan] - MSIS 2.0 Update – We will have a few work sessions coming up related to what Wendy was just speaking about with course codes and work area codes as we prepare to get those ready for MSIS 2.0. In the current MSIS, course codes and work codes are used in the same way, they go on a person's schedule, they have periods and minutes, but we are kind of divorcing the way they will work in MSIS 2.0. Teachers and instructional staff will have periods and minutes, but personnel staff like cafeteria workers will not. We are going to have these listed as assignments in the new system. Like, this person is a cafeteria manager, and I don't need to know how they are funded, but I don't need to know anything from a schedule point of view. For a teacher, I do need to know their assignment is a teacher, what their teaching, what their schedule is, and information about their funding. We will be working through the process of defining what we want as assignments which is what we call the work area codes that's how those will be transmitted from the districts and their personnel packages, and we're doing a lot of work on the course codes to align to some of those national standards with the hope of having as much detailed course codes as we need to support the districts, but maybe also being able to roll those up into some broader categories, the national standards that Wendy mentioned would allow us to do that. So, I could say, give me all the biology courses. In the national standard there might just one Biology I course listed. Then, we could say, in Mississippi, we have Biology I online, and all the different flavors that might be needed for courses in our state as a way to align to the standards and give us some flexibility. So, we are going to start those work sessions today and talk through that a little bit more and get working on that so we can hopefully give districts some information well ahead of July 1, 2024, so they know how to work with those codes.

We had a lot of district engagement over the past few weeks. We've been able to get districts into MSIS 2.0; they were able to login and see some of their historical data. so, they

are all really excited about that as we wait for some of the vendors. They have to start sending us live data and some of them are doing that and we are testing all of those data flows right now. Pretty soon, districts will get the opportunity to see live data coming in in this parallel year that we are running this school year. So far, they are able to get in and see what reports will look like. We gave them reports around enrollment and attendance, so they were able to see Average Daily Attendance (ADA) reports that show some trend lines of what's happening month over month, year over year all based on that historical data. So, they'll be able to see that information when data starts flowing in and view what that looks like for those time points that we certify for the monthly reports. We have roadshows coming up in late January and early February for the districts, rolling out more functionality and we will do lots of online and virtual trainings between those and the end of the school year with big (regional) bootcamps planned for the summer and roll out the system and get everybody ready and trained on the new system as we roll it out. So, lots of work behind the scenes that's happening on that. So, everybody bare with us as we start pulling you into work sessions like the one we are going to start today. so that we can make sure MSIS 2.0 is what the district need it to be, what we want it to be for them. I appreciate all the hard work that has been done to date and all the hard work that will continue. (No further discussion.)

VI. Action: Data Dictionary [Deborah Donovan] – this is for the current MSIS 1.0 system. As we get the MSIS 2.0 data dictionary defined, we will approve that as well. This is to approve the data dictionary for publication for the upcoming year on the upcoming website. Deborah Donovan asked for a motion to approve. A motion was made by Jill Dent and seconded by Wendy Clemons. (No further discussion).

VII. Future Meetings: Discussion and approval of future meeting dates:

- a. February 29, 2024
- b. July 11, 2024

Several members will be at the CCSSO conference on February 29. Some members will be at the MASS conference on July 11. Deborah Donovan amended the motion to approve only the **February 29** date only and we will come back together to figure out the next meeting (proposed July). A motion was made by Wendy Clemons and seconded by Brian McGairty. (No further discussion).

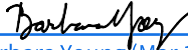
VIII. Deborah Donovan asked for a motion to adjourn the meeting. A motion was made by Sonja Roberston and seconded by Jo Ann Malone. (No further discussion.) The committee voted unanimously to adjourn the meeting.

Deborah Donovan

Data Governance Committee Chair

03/01/2024

Date


Barbara Young (Mar 1, 2024 12:17 CST)

Data Governance Committee Secretary

03/01/2024

Date