Minutes of Data Governance Committee Meeting

January 13, 2022

The members of the Data Governance Committee met via teleconference on Thursday, January 13, 2022, 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.

Members were present virtually: Deborah Donovan (Jackson, MS), Melissa Biggs *as proxy for Jo Ann Malone* (Madison, MS), LaRenda Harrison (Jackson, MS), Jill Dent (Jackson, MS), Tenette Smith (Jackson, MS), Judy Nelson (Brandon, MS), Scott Clements (Jackson, MS), Dexter Brookins (Jackson, MS), Kristen Wynn (Brandon, MS), Monique Corley (Brandon, MS), Wendy Clemons (Pearl, MS), Donna Hales, (Fairview, AL), Brian McGairty (Jackson, MS)., Shelia Franklin-Buie (Byram, MS), Sonja Robertson (Jackson, MS), Chancey Fort *as proxy for Tammy Crosetti* (Madison, MS), Jackie Sampsell (Jackson, MS), Cory Murphy (Jackson, MS), and Sarita Donaldson (Jackson, MS).

I. Deborah Donovan called the meeting to order at 9:00 and attendance was recorded with those present via teleconference.
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 Dexter Brookies. The committee voted unanimously to approve the minutes for November18, 2021, meeting. (No further discussion.)
IV. Deborah Donovan asked for a motion to approve the agenda for today's meeting. A motion was made by Jackie Sampsell and seconded by Donna Hales. The committee voted unanimously to approve the agenda for today's meeting. (No further discussion.)
V. There were three informational items on the agenda as follows:
    1. Update on State Board of Education (SBE) Policy Manual Review Work group (Tina Mason): Quick update on this item. This work group is drawing to a close. An invite has been sent out to those that need to be aware. (No further discussion.)
    2. Update on Data Sharing Agreement Workgroup -
        a. Data Sharing Agreements work group (Donna Hales) - There's been two documents that's had action taken on them. First, we extended the Center for Integration (CIID) AEM Corporation agreement until the end of this year. Second, an agreement, a case study under (MSU SSRC) Mississippi State Social Science Research Center around pre-school, early childhood education. This has kind of been an ongoing study or project they've been working on. (No further discussion.)
    3. Update on Course Code Workgroup (Chancey Fort) - The work group worked diligently in developing an internal timeline. Also, an internal and external course code request form. Everyone has approved the updates and revisions on the timeline and the course code form. We hope these two will help us when we prepare for our course code manual. We hope to have it ready by the first week of February. (No further discussion.)
VI. There were six items up for discussion or approval as follows:
    1. Action: Personnel-Attendance Data Collection change (Deborah Donovan) - This item was tabled during our last meeting so we could do a little more research. A little

background, for many years we collected personnel attendance as part of school improvement reporting and that was kind of under the old model. This changed when we moved under the Every Student Succeeds Act (ESSA). As we were reviewing all of our data domains, this was identified as a data collection that we no longer needed. So, we wanted to bring it forward to the Data Governance Committee to see if we could discontinue that collection since we no longer had any federal or state reporting requirements. A few people wanted to do some additional research before discontinuing this data collection. Does anyone have any further updates or discussion before we bring this back for a vote? (Cory Murphy) Thank you for the opportunity to allow my team and I to review. At the conclusion of our review, we had no rationale for the requirement remaining. (Deborah Donovan) Any other discussion or questions? (Sarita Donaldson) The only question I have, when we decide on the vote (to discontinue it) when will it become effective? (Deborah Donovan) So, that's a good question. I want to make sure I get my timelines right with Tina. I believe we would be looking at a change for the 2023-2024 school year. (Tina Mason) Yes. (Deborah Donovan) I think we could make it optional for the 2022-2023 school year. So, it could be optional if the committee is agreeable to that. Hearing no other discussion, we will put this to a vote. Do I have a motion to approve the deletion of this data collection? Cory Murphy made a motion and LaRenda Harrison seconded. (No further discussion.)

2. Information: Nursing Data System (Scott Clements) - We've had a school nurse database since about 2007 and it's been through some patches. We are actually going through a full re-write now and some security updates. One of the most important parts is there is not student level data collected. Nurses report things like the number of encounters for insulin, or number of trainings they gave for tobacco cessation. It is a voluntary system – if they have a grant then they have to report into it, if they do not have a grant then we hope they will report into it many do, but it's not required. The data we get out of it is used to report to the legislature and we know that it is not hard data (so-to-speak). It is voluntary. There is not a school nurse in every school to begin with. And only a percentage of them report. It does not have GPS coordinates, it is not even a good, detailed map, but it is road-signed. We kind of use it for trend analysis. It helps us direct any training or where we want to go for the year. Any questions? (Tina Mason) I just want to say, thank you for sharing that Scott and I understand where you are coming from when you say, "it may not be helpful", but with respect to data in the whole agency. All the data that flows in and all the data that flows out, being aware of the systems we have and the data we do collect. So, what your office collects and what your office is working on is very important. And we want to recognize that, and we will have updates from other areas. Hopefully, next month we are going to hear from Dr. Murphy about a system that is being updated. Just as we did from Deborah last time we met when she did the update for MSIS (Mississippi Student Information System) 2.0. So, I appreciate that you came and shared that information. We hope to hear more from different offices about different systems, and what is going on and what data is in there and how It is used. (Scott Clements) We are glad to do it, so you get excited about what we do and sometimes it is nice just to let other people know what we are doing.

(Deborah Donovan) Alright. Well, I learned something new today. I did not know we collected all of that.

3. Information: Update on Proposed Changes to Ed Facts Collections: (Deborah Donovan) - Beginning with school year 2022-2023 through school year 2024-2025. Several of you have heard from me over the past couple of weeks with the proposed changes that are out for public comment right now. So, this is our state's opportunity to provide input into what actually becomes a requirement for collection in those years. Public comment ends tomorrow. So, I'm hoping to compile all the feedback that everyone provided. Thank you for taking the time to do that. I will go over a high-level summary of what is being proposed and what we see our impact may or may not be. Please excuse the plain Word document this is presented in. I wanted to run through quickly. The first section is Special Education. Then Title I, Title I: Neglected or Delinquent, Title VII, Students in general, Assessments, Staff, Retired Data Groups, and See Permitted Values. Any discussion or comments? (Sarita Donaldson) I noticed they were switching from poverty to census data. How will this impact MDE (Mississippi Department of Education)? (Deborah Donovan) They did not give enough context around and we plan to submit a public comment about. Currently, under ESSA, there are requirements to report based on high poverty and low poverty and use that as quartiles to determine that. I do not know if this change means we cannot continue to use that same data or if it is just being discontinued from Ed Facts. Thank you all for your feedback. It's not 100% certain these things will change because it is still out for public comment.

4. Information: Data Quality Plan, and ESSER (Elementary and Secondary School Emergency Relief) AARP Impacts (Tina Mason) - for the benefit of some of our new members. The DQP is a tool that is going to assist us as a committee on our journey to reach this committee's mission which is to promote accurate, usable data while maintaining its privacy and security. This tool is going to help us be good stewards of the data that MDE collects and utilizes. I have (from all Program Offices that were required to complete a DQP) except one. THANK YOU. The next step for those plans is going to include, aligning them with the Data Dictionary (that we are all aware of), there will be some time allocated to review and update the plans annually. Any comments on this? Ok, not hearing any. I will now address the ESSER ARP (American Rescue Plan) Data Impact document. A little background, that document was created so we could stop and think, have a pause moment, and capture anything that would be impacting our data collections that could potentially impact those areas because of these funding sources. There are still some program areas that have not provided any input. I did send an email reminder out with a link to the document and instructions on Tuesday. If you would, take a moment to go through and make sure that you have placed your comment and be sure to indicate "not applicable" if needed so I know you have touched that document and have reviewed it. Any questions on that? Ok, thanks.

I. Data Governance Committee 2022 Timeline (Tina Mason): I did want to take a few minutes to share with the committee some key dates. So, in your backup material for today you will find this document –the 2022 Timeline. As the committee does focus on the many tasks that each of you have within your program areas, I just want to make sure that we stay aware of the big picture as well. There's obviously lots of moving parts within data governance. So, to assist us

with that I created this over-arching timeline or calendar to show those things that are between January and December of our new year. The timeline can be adjusted and probably will be as we get into progressing throughout the year because we want to make sure that everything we are doing is aligning with our goals and our objectives of this committee. I do want to take just a moment and point out there are things in that document like the MS Legislative Session (start/end dates) because that does impact some deadlines, we have on this committee which is the change request submissions. Those will be for the 2023-2024 school year. The deadline for those submissions will be Monday, May 9, 2022. (Judy Nelson) Will OTSS (Office of Technology and Strategic Services) incorporate the information required for the ARP annual performance report? (Deborah Donovan) That is a good question Judy. It sounds like that would be something we could work through in the ESSER ARP Data Impact template that Tina sent out. You can take a look at that and fill anything this going to be needed or the impacts. Then we can setup a meeting to go over any changes in data collection that may come as a result of that and figure out the best way to get that reported. (Sonja Robertson) As the program office lays out its Data Quality Plan, and it is submitted, is there any way that we might know whether something was not acceptable, or something was off based on what you were expecting from our submissions? Is there a checkpoint in there that says, hey, Sonja, your team submitted the data quality plan, and we have a question or need clarification about this particular thing that was in the plan? Is there a review process on your end or is it self-monitored with our own program office? (Tina Mason) There is not a checklist because they are very individual for every program area. Yes, we will take time to go through those as we are working the MSIS 2.0 project. The fact that you are going to be aware of what data is coming through your office and what you are responsible for and touching. As we grow through that process, you will be able to monitor your plan and be able to update that and make it better or more applicable. (Deborah Donovan) I think that's perfect, Tina. Those are going to be great starting points for when we sit down for MSIS 2.0 and talk about your data needs. (Sarita Donaldson) Does Data Governance Committee need to schedule workshops at least quarterly? (Tina Mason) I have been thinking about that, Sarita. I know that we did a really big kick-off workshop last year when we formalized Data Governance here at MDE. Yes, I am mindful of that and think it would be helpful if we had some of those. (No further discussion.)

VII. Deborah Donovan asked for a motion to adjourn the meeting. A motion was made by Wendy Clemons and seconded by Dexter Brookins. (No further discussion.) The committee voted unanimously to adjourn the meeting.

DocuSigned by:

Deborah Donovan
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Data Governance Committee Chair

3/10/2022 | 2:02 PM CST
Date

DocuSigned by:

Barbara Young
902E7A70CF8847A...
Data Governance Committee Secretary

3/14/2022 | 8:20 AM CDT
Date