

Minutes of Data Governance Committee Meeting

January 13, 2023

The members of the Data Governance Committee met via teleconference on Friday, January 13, 2023, 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 via teleconference. The following were present, and locations were recorded: Jo Ann Malone (Flora, MS), Wendy Clemons (Jackson, MS), Tenette Smith (Jackson, MS), Judy Nelson (Jackson, MS), Louis King (Jackson, MS), Lea Johnson (Jackson, MS), Brian McGairty (Jackson, MS), Letitia Johnson (Madison, MS), Sonja Robertson (Jackson, MS), Jackie Sampsell (Philadelphia, MS), Elizabeth Simmons (Brandon, MS).

- 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 Lea Johnson and seconded by Jo Ann Malone. The committee voted unanimously to approve the minutes for the November 30, 2022, meeting. (No further discussion.)
- IV. Deborah Donovan asked for a motion to approve the agenda for today's meeting. A motion was made by Jo Ann Malone and seconded by Wendy Clemons. The committee voted unanimously to approve the agenda for today's meeting. (No further discussion.)
- V. Workgroup Reports:
 1. Information: Data Sharing Agreement Workgroup - Update [Tina Mason] - The backup material includes a Data Sharing update. The first was with Cambridge Assessment International Education to extend by one year. The next one was with Executive Information System/SAS Institute/MSU and RCU, we revised some data points on that agreement. The next two were the charter and then MSU on behalf of SSRC, both were extensions of the year's contract as well. We have a new DSA with NSPARC and Accelerate, they are doing a study for us. The last one is with the US DoE specific to the migrant student information exchange (it's a new one for this year). (Deborah) Just to clarify, Cambridge and one other one, those are not *contracts*, but rather agreements. (No further discussion.)
 2. Information: Course Code Workgroup - Update [Lea Johnson] - We have been working very diligently, everyone has done an outstanding job, and Tammy has been doing the brunt of the work. She has met with every group (every subject area) to ensure that all parts of the manual they are involved with the course code manual to make sure it has been updated correctly. Big shout out to Sarita Donaldson, she has been so helpful in taking our questions. At this point, we have been through the entire manual and looked at every single course code at least once to make sure if we are keeping it or sunseting it. We hope to have all of that done in the next few weeks. We then will be able to decide if we are keeping both the long and short report. Part of what we are trying to do here is decide if we have to print out every single course code or if we can put a link to MSIS to encourage people to go to MSIS to pull the most current list of courses. (No further discussion.)
 3. Information: DG 2023 Roadmap [Tina Mason] - This is in your backup material. The committee has a roadmap, and it has our calendar year (January through December) showing some key dates that are important to each of you. A quick highlight, we know the

legislative session has started; it began on January 3. The plan is for them to sine die to end the session on April 2, for us, that triggers that timeline of when our change requests are due which would be May 12, if I calculated that correctly. I just wanted to highlight that as well. We are currently working on improving the data quality template to make it more efficient for this year for those that are filling it out. Those are not due until toward the end of the year, but we want to begin now. So, you'll have time to improve the information that is on those plans. Then, we have our annual review of the data dictionary which we published last year, and we will have to do that again this year. Then we have the course code workgroup that Lea spoke about. They are pushing out the new manual that Lea mentioned. All of those will be due by October 1. Then, of course, our data sharing agreement workgroup continues to meet regularly, biweekly. Everyone has done really well going through that process. No hiccups there. The MSIS changes (another document in backup material), I just told you about the sine die for the legislature and triggers our timeline. As you know, we do have MSIS 2.0 coming on. We will not be accepting changes unless they are functional or procedural that have to be done and must be tied to something very specific that must be done immediately. We need to pause as we transition over to our new system. (Deborah Donovan) As you know the plan is for MSIS 2.0 to go live and be the official reporting system for the school year 2024-2025. That is the school year that we will be gathering change requests for later this spring. We really want to limit that to anything that is not legislatively mandated or mandated by state policy that's changing because we want the first year of the new MSIS implementation, for the districts to be prepared for that. Of course, that does not preclude you from having input on what is in MSIS 2.0. So, if there is something the current MSIS does not do now as we talk through with your program offices and designing the new screens and dashboards and reports for MSIS 2.0. You will have that opportunity. We are just looking to minimize change that we have to put into place while rolling out the new system to help us train districts well, in the year before the new system goes live and to minimize disruptions. So, if there are changes coming up that you know of, then you'll want to have those identified and submit the forms as soon as possible. Otherwise, we ask that anything else could be submitted, but be delayed until after the first year of MSIS 2.0 so it can go into the new system. I'm sure we will have quite a backlog once people start using the system and include other features they would like to have in the new system. (No further discussion.)

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

Deborah Donovan

Deborah Donovan (Mar 10, 2023 14:30 CST)

Data Governance Committee Chair

3/10/2023

Date

Barbara Young

Barbara Young (Mar 13, 2023 14:32 CDT)

Data Governance Committee Secretary

03/13/2023

Date