Minutes of Data Governance Committee Meeting

July 14, 2022

The members of the Data Governance Committee met via teleconference on Thursday, July 14, 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 via teleconference. The following were present, and locations were recorded: Alan Burrow (Jackson, MS), Melissa Biggs (proxy for Jo Ann Malone, Madison, MS), Rozelia Harris (Brandon, MS), Danny Rochelle (Brandon, MS), Jill Dent (Madison, MS), Mathis Sheriff (proxy for Tenette Smith, Brandon, MS), Judy Nelson (Brandon, MS), Louis King (proxy for Scott Clements, Jackson, MS), Lea Johnson (Jackson, MS), Donna Hales (Madison, MS), Shelia Franklin-Buie (Byram, MS), Sonja Robertson (Jackson, MS), Tammy Crosetti (Jackson, MS), Wendy Clemons (Mendenhall, MS), Cory Murphy (Ridgeland, MS), Elizabeth Simmons (Jackson, MS), and Sarita Donaldson (Jackson, 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 Tammy Crosetti. The committee voted unanimously to approve the minutes for the May 12, 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 Mathis Sheriff and seconded Lea Johnson. The committee voted unanimously to approve the agenda for today's meeting. (No further discussion.)
V.   There were two informational items on the agenda as follows:
 1. Update on Data Sharing Agreement Workgroup (Donna Hales) -
   a. Good morning. Since our last meeting, the DSA (Data Sharing Agreement) that we have executed. The first one is the International Baccalaureate Agreement. The next one, we worked with Dr. Burson in Educator Preparation Director to execute agreements to replace an annual report (about 14). The final one is an agreement that was between Executive Information Systems, SASS Institute Mississippi State University staff and Gov. Reeves to investigate the learning loss and acceleration in the state of MS, that one has been executed and will be in effect for a year. That is it.
   b. Interagency Agreements – Not really any updates. If a division has an interagency agreement that needs to be executed, then send a draft to me (Donna Hales) and I will work with Legal and the Chiefs to get it executed.
   Discussion: (Wendy Clemons) Regarding the learning loss and acceleration agreement. What office is facilitating that? (Deborah) That is TBD because it was a grant by the Governor's office. OTSS (Office of Technology and Strategic Services) worked to get the Data Sharing Agreement in place. We will have a kickoff meeting in the next 2-3 weeks and we are working to identify who should be a part of that meeting. If anyone is interested, please let me or Mr. Kraman know. We will be developing a set of dashboards for MDE for assessment data, pre-COVID.

2. Update on Course Code Workgroup (Tammy Crosetti) - Good morning. We are super excited, the Course code manual is rolled out. We will not have as many hiccups next year. We added course code descriptions, my content directors worked hard to add that in the manual. We also went into the elementary section. We also have the new computer science course and what expectations of what the teachers will be doing. Melissa has been working a lot with that and getting it rolled out. We are super excited. We will be training MSIS clerks and counselors the first week of August. Thank you for your patience on this. If you have any questions, please reach out to me (Tammy Crosetti). **Discussion**: (Cory) Where can we find the document you are referring to? (Tammy) It is going to be uploaded on the Secondary Education page of MDE (Mississippi Department of Education) website. Mr. Eubanks is over our webpage and he has been in a training all week, but he is working on getting it uploaded. It should be available on Monday.

VI. There were two items for discussion or approval as follows:
1. Information: Data Governance Workshop (Tina Mason) - Good morning. A quick update, we have been working on the DQP (Data Quality Plans), and you have done a fabulous job. Now is the time for me to give you a deadline. These will be due September 1. We will compile all of them just like last time and get them on our site so everyone can see them and access them. Please go ahead and work in your area and get those ready as soon as you can. This is an activity to help each of us learn about our data and what is going on. So, September 1 is your date to mark on your calendar. Thank you.

VII. Approval: Change Requests for MSIS (Mississippi Student Information System) (Rozelia Harris) (Note: This item was inadvertently left off the Special Called Meeting Agenda) - One of the functions for the CTE (Career and Technical Education) office is payments to school districts for CTE directors, teachers, counselors, and student service coordinators. There are several databases in the MSIS system that we use for this line of work. Most of those databases have a report feature available for us. However, the one we are bringing forward to the committee this morning does not (Teacher Budget Entry page). You all may have a copy of the change request which includes the attachment. We are requesting this morning to have this particular database in MSIS, have the capability to generate a report on this. We want it to be available to run a query based on individual district information and statewide information. Currently, we have to scroll up and down looking for approved teacher budget slots. It would be more efficient if we could generate reports. (Deborah) I will entertain a motion for approval of the CTE Change Request. A motion was made by Wendy Clemons and seconded by Cory Murphy. The committee voted unanimously to approve the motion. (No further discussion.)

VIII. Approval: Future Meetings
1. September 16
2. November 18
3. Deborah asked for a motion to approve the future meeting dates. A motion was made by Rozelia Harris and seconded by Donna Hales. **Discussion**: (Lea Johnson) We have a conflict for the November 18 meeting. There are 6-7 of us that will not be able to attend. (Deborah) Do we want to make a motion to modify the meeting dates to only approve the September meeting until we determine the November date? (Lea Johnson)

Yes. I make a motion that we modify the motion to accept the September 16 date and will return with a November date later. Jill Dent seconded. The motion carried with no further discussion.

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

Deborah Donovan
Deborah Donovan (Sep 27, 2022 13:15 CDT)
Data Governance Committee Chair

9/27/2022
Date

Barbara Young (Sep 28, 2022 11:32 CDT)
Data Governance Committee Secretary

09/28/2022
Date