To: Members - Data Governance Committee   Date: April 12, 2023
From: Data Governance Manager

MINUTES for Apr 12, 2023 DGC Work Session 7:30 to 4:30 pm at World Resort Sunflower Room

7:30   Networking & Refreshments
8:00   ***Team Building*** - Thanks to Dr. Riya

8:15   ***DGC UPDATES***

1) ***Attendance Quorum*** ____ % (___ Attending out of 15 Voting Members) Present __ Absent __
        DGC Voting Members Attending -
        DGC Advisors -   DGC Support -

2) **DGC Membership Status**
        as of April 12, 2023 DGC
            15 Total Voting Members (14 Active Members & 1 Vacant Member Slot for ELL)
            Accreditation Slot removed since no data in Data Whse (Marian said no longer attending DGC)
        as of March 8, 2023 DGC
            16 Total Voting Members (15 Active Members & 1 Vacant Member Slot for ELL)

3) ***DGC's 3/823 REMOVAL of 4 CDIs*** - Approved by DGC vote of 56% (9 of 16) at 3/8/23 meeting
        CDI #7 Inconsistent SPED Data Fields & Reports (on Dec 2021 DGC approved CDI)
            Removed 3/8/23 since SPED and Inf Campus working on consistent Data Fields & Reports
        CDI #9 Inconsistent Attendance Data Fields and EWS Reports (on Dec 2021 DGC approved CDI)
            Removed 3/8/23 since Principals and Inf Campus working on consistent Daily Attendance & Reports
        CDI #10 Inconsistent ELL Data Fields & Reports (on Dec 2021 DGC approved CDI)
            Removed 3/8/23 since No ELL Coordinator on DGC since January 2023
        CDI #11 No FERPA requirement on JVAs (on Dec 2021 DGC approved CDI)
            Removed 3/8/23 since HRO now putting FERPA requirement on JVAs

4) ***DGC's 3/823 ADDITION of 3 NEW CDIs*** - Approved by DGC vote of 56% (9 of 16) at 3/8/23 meeting
        New CDI #13 - No Destruction Policy for Physical or Digital Records
                            Full DGC to work on CDI #13 as agreed by DGC 3/8/23
        New CDI #14 - No Process for Pre-approval of External or Internal Data Requests
        New CDI #15 - No Training, Tracking or Consequences for Employees In Non-Compliance with Data Breach
                            or Ransomware Plans or for FERPA

5) **DGC now has 3 CDIs involving Records**
        CDI #4 - Securing Physical Files from Disaster (by Group 1)
        CDI #12 - Student Records Retention (by Group 3)
        New CDI #13 - No Destruction Policy for Physical or Digital Records (by Full DGC)

    CDIs 4, 12 & 13 could use Appendix 1 from [CDI #12 (Nora's) Records Manual & School Records Listing](#)
    ● for its **RECORDS LISTING Template** - Appendix 1 lists School Records
    ● for its **RECORDS TIMELINE Template** - Appendix 1 has 3 Timeline Columns with headings
        ○ Physical Records Storage Timeline for CDI # 4
        ○ Digital Records Retention Timeline for CDI # 12
        ○ Data Destruction Timeline for NEW CDI #13

6) ***"Ask DGC Leaders To Change Grouping of Committee Members"*** *Member's 3/8/23 evaluation comment*
        For DGC's Discussion and Decision

8:45   ***Group Work Sessions on CDIs #4, 2 & 8 and 12***
        [CDI #4 - Securing Physical Files from Disaster (LINK)](#) by Group 1
        ● Please refer to Section A below that shows notes from 2 meetings on 3/22/23 and 4/4/23
        [CDI #2 - Continuity of Data after Ransomware (LINK)](#) by Group 2
        [CDI #8 - No documented User Access Levels for each data system (LINK)](#) by Group 2
        [CDI #12 - Student Records Retention (LINK)](#) by Group 3

- Please refer to Section A below that shows notes from 2 meetings on 3/22/23 and 4/4/23

11:30 Working Lunch

12:30 *Full DGC's Work Session on New CDI #13* - No Destruction Policy for Physical or Digital Records
 CDI #13 No Destruction Policy for Physical or Digital Records (LINK)
- Please refer to Section A below that shows notes from 2 meetings on 3/22/23 and 4/4/23

 1:30 *Group Monthly Reports to DGC on CDIs 4, 2, ,8, 12 and 13*

 2:00 *Requests from Members for DGC Voting Action*
 Requests from Members for New or Escalation of Data Issues for DGC to review and approve
- Process to submit Requests for NEW Data Issues
- Process to Escalate Existing CDIs

 2:15 *Internal Data Sharing Agreement*
 4/6/23 DGM email to DGC – Two DSA versions for DGC: 1) DRAFT DSA with Comments, and 2) FINAL DSA.
 DSA reviewed by USDE's PTAC, PSS Legal Counsel and earlier by DGC. DSA highlights to guide you in your review:
- "PSS Data Provider" has replaced "Data Steward"
  - PSS Data Provider includes both the Data Steward and Supervisor who jointly sign DSA
  - In response to Data Stewards concerns about being solely responsible for program data in Data Warehouse since Supervisor is also responsible.
- DBDriven is "School Official." under FERPA (§ 99.31(a)(1)(i)(B)). DBDriven is contractor for Data Warehouse
  - (PTAC's 3/17/23 email) "The language remained regarding DBDriven being the designated "school official" and the requirements for using that exception, which is excellent. "
- Recommended clauses from PTAC's Model Terms of Service Agreement
  - Section IV. Terms and Conditions - #1 and from #2 to 13
    - (PTAC's 3/17/23 Comments) "you have included all the elements from the Terms of Service document which really strengthens the verbiage used in the DSA and makes clearer the expectations on all sides, as well as defining key terms so as to avoid any possible confusion surrounding semantics."
- Existing Clauses from original DSA
  - Section IV - #2, 14, 15 and 16 (and Section III) are from original DSA version
    - (PTAC's 3/17/23 Comments) "In addition, the Data Quality Measures, SLDS Data Warehouse Infrastructure, Breach and Default, Annual Review of this Internal DSA and Signatures in Counterpart add additional strong language."
- Input from PSS Legal Counsel on 3/30/23
  - Last 2 sentences in Section IV- #9 Data Sharing added by PSS Legal Counsel per Board Reg 60-20-428 (e) 17 Student Educational Records
- Signatures – Data Steward's Supervisor to jointly sign with Data Steward as Data Providers
  - Appendix A has Data Transfer Agreements for each data program uploaded to DW. (*LINK*)
  - Appendix B has Data Elements Listing for each data program uploaded to DW. (*LINK*)
  - Appendix C for Signed Vendor DSA for DBDriven to pull data directly from vendor to DW. (LINK to 3 Vendor DSAs for Achieve 3000; ChildPlus and TSGold.

 2:30 *Data Governance Manual* (for Member Review on 4/12/23 and 5/10/23 DGC Meetings)
- Overview of Manual to DGC on 4/12/23 meeting
- Additional time to review Manual on May 10, 2023

 3:00 *Pending Agenda Items for May 10, 2023 meeting*
- Data Governance Manual (continuation of DGC review)
- Proxy Voting Guidelines
- DGC By-Laws

Evaluation link - Your comments are appreciated
Adjournment

(Agenda is located on DGC Shared G Drive: a) Main Folder " _Data Governance Committee; b) Folder "2. DGC Activities, Meetings"
      c) Folder "DGC Work Session Meetings, Agenda"; d) Folder "_2023 DGC Meetings; e) folder "DGC 4/12/23 Agenda"

Thank you
George

George Borja Palican
Data Governance Manager for the DGC
670/285-1070

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Section A

DGM's 4/6/23 email to Members working on CDI #4 and #12
Email is summary of Notes from 2 meetings on 3/22/23 and 4/8/23

Notes from 4/4/23 Meeting on CDI #4 and #12 with Nora, Probio and George
Purpose: To do a recap of 3/22/23 meeting and to prepare for next week's DGC Meeting on 4/12/2**3**

A) 4/4/23 Review of Solutions and Documents from CDI #4 and #12

- **CDI 4 - We do not have a process for securing physical data files in the case of a disaster - like a typhoon.**
  - CDI #4 Monthly Report as of Mar 8,2023 DGC
  - School Physical Data Files Survey Responses
  - Securing Physical Data Solution
  - National Student Clearinghouse as proposed solution for student transcripts/diplomas
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- **CDI 12 - Student Record Retention The CNMI PSS Policy Rules and Regulations does not specify how long student records should be retained.**
  - CDI #12 Monthly Report as of Mar 8,2023 DGC
  - Guidelines on Retention of Records.docx
    - Educational and Office Record Retention Procedure Manual
  - Texas State - School Records Retention Schedule
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- **B) Merging of CDIs #4 & #12**
  - Extensively discussed at 3/22/23 and 4/4/23 meetings since both CDIs involve "Records".
  - Both groups agreed to continue working on their respective CDIs.
  - (Optional) In future DGC meetings, both groups could jointly request DGC to approve merger and both groups would provide the "Merged CDI 4&12 Wording" for DGC to vote on.
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- **C) CDI #12's Proposed Expansion from Student Records to School Records in Manual**
  - CDI #12's Educational and Office Record Retention Procedure Manual Guidelines on Retention of Records (adapted from Texas School Records Retention Schedule)
  - CDI #12 Group is considering expansion of its Manual from the Original 12 Records Categories to include additional 13 sections covering records from Central Departments.
    - Rationale is that it is better to address this matter now instead of having to address it in the future and do same work over again.
  - Discussed at 4/4/23 Meeting and to be reviewed by full CDI #12 group at 4/13/23 DGC
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- **D) DI #12's Original 12 CATEGORIES of RECORDS** (in CDI 12 Records Manual - from Nora's MASTER Copy)
  - adapted from Texas School Records Retention Schedule)
    - 1) Student Academic Records,
    - 2) FERPA,

- - - 3) Special Populations and Services,
    - 4) Attendance Records,
    - 5) Student Health Records,
    - 6) Instruction & Grade Reporting Records,
    - 7) Discipline and Counseling Records
    - 8) Adult and Vocational Education Records
    - 9) Food Service Records
    - 10) School Transportation Records
    - 11) Miscellaneous Records
    - 12) Library Records
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- **E) DI 12's (Proposed) Additional 13 Records Sections** (in CDI 12 Records Manual - [from Nora's MASTER Copy](#))
  - Discussed at 4/4/23 Meeting and to be reviewed by full CDI #12 group at 4/13/23 DGC
  - To include records from each Central Department who will list their records specific to their department
    - 13) HRO,
    - 14) Procurement,
    - 15) Finance,
    - 16) OCI,
    - 17) ARE (Assessment, SIS, SLDS, Research, Data Dialogues, Facts & Figures, etc.)
    - 18) SSS,
    - 19) BOE,
    - 20) Technology Infrastructure,
    - 21) ITDE,
    - 22) FDM,
    - 23) COE (Legal, Family Engagement, Media, ACAS, KM, SPM, Accreditation),
    - 24) Head Start,
    - 25) FPO
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- **F) CDI #12's Addition of 3 New Columns** (in CDI 12 Records Manual - from [Nora's MASTER Copy](#))
    - CDI # 4 - Physical Records Storage Timeline
    - CDI # 12 - Digital Records Retention Timeline
    - NEW CDI #13 - Data Destruction Timeline (to be worked on when CDI 13 is assigned to whole DGC)
  - These new column Headings are still in Draft Form at this time and can be revised for clarity.
  - Discussed at 4/4/23 Meeting and to be reviewed by full CDI #12 group at 4/13/23 DGC
  - Plan is for each group (CDI 4 and 12) to make copy of Nora's Master Copy and to fill in their column
  - When NEW CDI #13 is assigned to whole DGC, then copy can be made to fill out their columns
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- **G) Data Destruction sections in the Solutions from CDI #4 and CDI #12 Groups**
  - In the earlier Solutions from CDI 4 and 12 - both Solutions had sections on Data Destruction as it applied to their respective CDIs
  - However, a new Records-Related CDI titled "NEW CDI 13 - Records Data Destruction" was approved by DGC at 3/8/23 meeting
  - This NEW CDI #13 will be assigned to whole DGC on 4/12/23 DGC (as agreed to by DGC on 3/8/23)
  - The Solutions for CDI 4 and 12 Solutions, can then have a cross-reference to the Data Destruction Solution when it is completed by NEW CDI 13 Group
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- **H) Records Policy**
  - Proposed Solutions from CDI 4 and 12 had references to existing PSS/BOE Records Policies applicable to their respective CDIs
  - CDI 4 and 12 Groups will continue separately working on Revisions to the Records Policy as it relates to their CDI
  - At the appropriate time, both groups can meet to develop Joint Recommendations for the Revision of PSS/BOE Records Policy.