

**(2/17/23 To DGC Members - This is a DRAFT Agenda for 3/8/23 DGC.
Please email by Feb 24 for any additions or changes to the 3/8/23 Agenda
By Feb 25, the Agenda will be FINAL. Thank you)**

AGENDA for Mar 8, 2023 DGC Work Session

**DGC Work Session Meeting
March 8, 2023 7:30–4:30 p.m. (ChST)
at World Resort - Sunflower Room**

[Agenda 3/8/23 DGC \(link\)](#) (Located at Shared Drive - DGC Folder then Folder #2 DGC Activities and then DGC Agenda for 2/8/23)

7:30 Networking & Refreshments

8:00 Welcome and Updates

Meeting Attendance: ___ Present ___ Absent 2 Vacancies (ELL & Accreditation Data Steward)

Attending today

DGC Members- Al, Probio, Jen, Josiah, Riya, Trini,
DGC Advisors & Support -

8:15 Team Building by Dr. Riya - Thank you Dr. Riya

8:30–11:30 Work Sessions by 3 CDI Groups Working on CDIs # 4, 2 and 12

CDI Group 1 working on [CDI #4 - Securing Physical Files from Disaster \(LINK\)](#)

CDI Group 1 working on [CDI #2 - Continuity of Data after Ransomware \(LINK\)](#)

CDI Group 1 working on [CDI #12 - Student Records Retention \(LINK\)](#)

11:30 to 12:30 Working Lunch

12:30–1:45 Continuation of Work Sessions by 3 CDI Groups Working on CDIs # 4, 2 and 12

CDI #4 - Securing Physical Files from Disaster [link](#)

CDI #2 - Continuity of Data after Ransomware [link](#)

CDI #12 - Student Records Retention [link](#)

1:45–2:15 Progress Report Summaries by Work Groups 1,2,3 on Assigned CDIs

2:15 to 3:00 p.m

- **Requests from DGC Members for New Data Issues for DGC to review and approve**

- Process to submit Requests

- #1 (Approved - Now CDI #13) PSS does not have Policy for Destruction of Physical or Digital Records at PSS Level or with 3rd Party Vendors, Researchers and Employees that leave PSS

- Annette - FERPA doesn't have policy on destruction of records, However, PSS has responsibility that records are not disclosed by departments or schools or 3rd Party that was given the files
- Mr T Q- Why doesn't PSS have a log
- Annette Example - Rediker still has PSS student records but PSS has no record that Rediker returned the student records back to PSS
- LouieDean - previous job cleaned out hard drives from departing employee
- Al - Fed govt believes in drilling through hard drives dont believe in cleaning hard drives
- Al - SIT creates new user on computers used by departing employees

- #2 (Approved - Now CDI #14) No Process to filter or approved Data Requests can be external or internal -
- #3 (Approved - Now CDI #15) No Training, Tracking or Consequences for Employees on Compliance to Data Breach or Ransomware Plans or for FERPA

○
Process to Escalate CDIs

DGC Remove CDI#7 (56% 9 Present out 16 Total Active Members)

- **DGC's Re-Assessment of 4 Remaining CDIs**

Spring Cleaning of the CDI list!

Some CDIs have been resolved by the DGC, some are in progress, and some are being resolved by others behind the scenes.

Overall listing of all 12 CDIs ([Link](#))

Let's review and remove CDIs if needed, and add data issues for review if new data issues have popped up since January 2022.

4 Remaining CDIs

- https://docs.google.com/document/d/1D6VoXAQIZCYsgH7DxUu1X_gvb4is_GqmhuXU224ikzE/edit

2022 CDI List (Date Approved)	Current Status	Recommended Action	DGC Vote
<p>CDI #7 - Data fields related to SpEd are unclear and inconsistent, causing issues for useful data reporting.</p> <p>(DGC approved as CDI in Dec 2021)</p>	<p>With the SPED working with Infinite Campus to address data entry issues, need an update on whether this issue will be addressed internally between SPED and IC, or if this should still be listed as a CDI.</p>	<p>DGM - request to remove CDI if the issue is resolved internally</p>	
<p>CDI #9 - Teachers are not submitting attendance daily and will cause delays in EWS reporting and providing SARC interventions in a timely manner. Data Entry SOPs may need to be created or enforced.</p> <p>(DGC approved as CDI in Dec 2021)</p>	<p>Data entry SOPs and training is provided to teachers and school leaders by IC.</p>	<p>DGM - request to remove CDI if the issue is resolved internally</p>	
<p>CDI #10 - Data fields related to ELL are unclear and inconsistent, causing issues for useful data reporting.</p>	<p>ELL position is vacant</p>	<p>DGM - no recommended action</p>	

<p>CDI #11 - The SLDS Job Vacancies included a statement on FERPA, but we need to include these in ALL JVs.</p>	<p>HRO Director confirmed that new Job Vacancies include a statement on student privacy.</p>	<p>DGM: HRO should request the Board to approve having a student privacy statement on all Job Vacancies. If this is resolved then request to remove CDI from list</p>	
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TABLED Agenda Items

These 3 Agenda Items are Tabled since additional time needed before presenting to DGC

- **TABLED** Status of Internal Data Sharing Agreement (finalized DSA to be provided by 3/8/23)
- **TABLED** Proxy Voting Guidelines (draft to be provided by 3/8/23)
- **TABLED** By-Laws for DGC (draft to be provided by 3/8/23)

NEXT DGC Meeting:

- April 12, 2023 is Original Date (2nd Wed) at World Resort Sunflower Room
- However, Statewide PD is scheduled this week and CG Grant is Due
- Can reschedule April DGC to following week starting April 17
- Also need to ask if Venue can be rescheduled

Evaluation: Please complete the [DGC Work Session Evaluation](#) at the end of each session. Your honest feedback and thoughts help us know what’s working best, and where we can strengthen programming going forward.

Next meeting : April 12, 2023 at World Resort Location World Resort Sunflower Room 7:30 to 4:30
 Monthly meetings on 2nd Wednesday of each month.

Thank you,
 George

George Palican
 Data Governance Manager
 For Data Governance Committee
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