



## Rhode Island Longitudinal Data System Data Governance Committee Adopted Minutes

Wednesday, March 27, 2024 – 10:00 AM

Zoom Meeting: <https://uri-edu.zoom.us/j/98015003108>

This meeting was RECORDED

RI Department of Education, Room 501  
255 Westminster St, Providence, RI, 02903

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### COMMITTEE MEMBERS IN ATTENDANCE:

Dana **Brandt** (RILDS); Colleen **Caron** (DCYF) [arrived at 10:07]; Jessica **Cigna** (SOS); Scott **Gausland** (RIDE); Harris **Hameed** (DOIT); Rebecca **Lebeau** (OHHS); Kevin **Simpson** (OMB); Andrea **Spargo** (RIOPC); and Megan **Swindal** (DLT).

### COMMITTEE MEMBERS ABSENT:

Vincent **Flood** (DOA).

### GUESTS:

Mike Matkowski (OMB); Jeremy Giller

### SUPPORT STAFF:

Kim Pierson (RILDS)

**Dana Brandt** called the March 27, 2024, meeting of the Rhode Island Longitudinal Data System Data Governance Committee to order at 10:02 AM EST, acknowledging that a quorum was present.

1. **WELCOME** - **Brandt** opened the meeting and welcomed everyone.
2. **VOTE** on Adoption of Meeting Minutes – **Brandt** requested a motion to approve the minutes of the February RILDS Data Governance Committee meeting as presented and without modification. Lebeau motioned, Gausland seconded, and the Committee approved the February minutes as presented.

**VOTING IN FAVOR:** Brandt, Gausland, Hameed, Lebeau, Simpson, Spargo, Swindal

**ABSENT:** Caron, Flood

**VOTING IN OPPOSITION:** None

**ABSTENTION:** Cigna

3. **DISCUSSION** of Request & Release Policies – **Brandt** highlighted the changes to the Data Request and Release Policies. She informed the Data Governance Committee that the Executive Governing

Committee approved the Request & Release Policies (reviewed by the Data Governance Committee in February) after making one modification. The Executive Governing Committee added a provision for the Data Contributing Agencies whose data is included in the Public Output to request a five (5) business day extension to Public Output release.

Currently, the RILDS Center notifies the Data Contributing Agencies whose data is included in the Public Output that the Center anticipates finalizing the Public Outputs within thirty (30) days. The notification prepares Data Contributing Agencies that an upcoming disclosure avoidance review period is imminent. This review is a five (5) business day period in which the Data Governance Committee receives the Public Output prior to its release. The Data Contributing Agencies, whose data is included in the Public Output, review the Public Output to ensure that data confidentiality is maintained.

The RILDS Executive Governing Committee added a provision to allow for the Data Contributing Agencies, whose data is included in the Public Output, to request a five (5) business day extension to the review period to prepare for the Public Output's release. In these instances, the RILDS Center will delay Public Output release for five (5) business days, and the Data Contributing Agency prepares as necessary. After the additional five (5) business days, the Center proceeds with release.

4. **DISCUSSION** of Data Quality & Metadata Policy was postponed until the April meeting. **Brandt** explained that the purpose of the policy and published metadata will be to streamline the request process as well as the Center's analysis and Public Output's release. Having publicly available metadata will allow requestors to know what data elements are available, she explained. The RILDS Center's goal is to have a published data dictionary of requestable elements in the next few months.

**Hameed** asked how the metadata would be shared. **Brandt** explained that it would likely be available on the RILDS website.

**Simpson** asked if publishing the available data elements would increase data requests. **Brandt** stated that it would most likely increase the number of requests received but noted that all requests are contingent upon the Data Governance Committee's approval. **Gausland** also agreed that it would likely result in more data being requested by researchers, but he acknowledged that published metadata also increases transparency. **Lebeau** stated that OHHS generally helps researchers narrow their data request down to the minimum data necessary to answer their research questions.

**Lebeau** also suggested that the public metadata may increase APRA requests as well. **Brandt** responded that per their agreements with the Data Contributing Agencies, the RILDS Center notifies the Data Contributing Agencies if they receive any investigative or legal demand for the data and each Data Contributing Agency is responsible for minimizing the request and responding.

5. **DISCUSSION** of & **VOTE** on Data Requests
  - a. *RIDL/GWB, High School Graduate Wages*

The Data Contributing Agencies unanimously approved.

**VOTING IN FAVOR:** Caron, Cigna, Gausland, Spargo, Swindal

**ABSENT:** None

**VOTING IN OPPOSITION:** None

**ABSTENTION:** None

b. *RIDLTL/GWB, Rhode Island Talent Dashboard*

The Data Contributing Agencies unanimously approved.

**VOTING IN FAVOR:** Caron, Cigna, Gausland, Spargo, Swindal

**ABSENT:** None

**VOTING IN OPPOSITION:** None

**ABSTENTION:** None

c. *Central Falls, Enrollment Statistics*

The Data Contributing Agencies unanimously approved.

**VOTING IN FAVOR:** Caron, Cigna, Gausland, Spargo, Swindal

**ABSENT:** None

**VOTING IN OPPOSITION:** None

**ABSTENTION:** None

d. *Clemson University, Teacher Demographics*

The Data Contributing Agencies unanimously approved.

**VOTING IN FAVOR:** Caron, Cigna, Gausland, Spargo, Swindal

**ABSENT:** None

**VOTING IN OPPOSITION:** None

**ABSTENTION:** None

## 6. ADJOURNMENT

There being no further business, the March 27, 2024, RILDS Data Governance Committee meeting adjourned at 10:41 AM EST.