



Rhode Island Longitudinal Data System Data Governance Committee

DRAFT 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

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 agencies to request a time extension period prior to Public Output release.

Currently, upon completion of Public Output, 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. The disclosure avoidance review is a period of five (5) business days in which the Data Governance Committee is provided with all Public Outputs prior to the Public Output's release. The Data Contributing Agencies, whose data is included in the Public Output, review the Public Output to ensure that data confidentiality is satisfactorily 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 disclosure avoidance 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, analysis and 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 could increase the number of requests received but noted that all requests are contingent upon staff capacity to fulfill the requests, Committee approval, and state prioritization. **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 the RILDS Center notifies the Data Contributing Agencies if they receive any investigative or legal demand for the data and each agency is responsible for minimizing the request and responding.

5. **DISCUSSION** of & **VOTE** on Data Requests
 - a. *RIDLT/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.