P20 WIN Data Governing Board Meeting Minutes
Friday 08/05/22, 8:30am – 9:30am
Teams Meeting

1. Meeting began at 8:30am

2. **Public Comment**
   No one from the public was present to make a comment to the Board.

3. **Attendance**
   Present: Ram Aberasturia (OHE), Patrick Flaherty (DOL), Scott Gaul (OPM), Lauren Jorgensen (UConn), Jan Kiehne (CSCU), Rachel Leventhal-Weiner (OEC), Fred North (DCF), Paul Schmitz (CCEH), Susan Smith (DSS), Coral Wonderly (OPM)

   Absent: Bob Barry (DAS BITS), Ajit Gopalakrishnan (SDE), Maura Provencher (CCIC)

   Guests from other agencies: Kathy Marioni (DOL)

   Guests: Kate Eikel (CT Data Collaborative)

4. **Outcome Map**
   Katie Breslin reviewed the Year 3 SLDS Outcome Map, and the progress made so far in each of the expected outcomes.

5. **Data Dictionary app**
   Coral Wonderly reviewed the shinyapp created to house the data dictionary for all Participating Agencies. It can be filtered by agency, data element, etc. It's functionality will be connected to the data request process and as well as other settings.

6. **Data Security**
   Scott Gaul began discussion about data security and the need to address it in a systematic way.

   P20 WIN receives many questions from data requestors about the necessary environment needed to receive data without identifiers. The current baseline Data Sharing Agreement includes contractual security. There was discussion surrounding the need to be able to communicate agency expectations when determining the applicability of a request.

   Coral conducted a data security review of four different states – Washington, North Carolina, Kentucky, and Maryland – and presented her findings to the Board.

   Other agencies briefly mentioned their data security efforts:
   - i. DCF includes an extensive list of requirements in their agency Data Sharing Agreement, but it does not include a process to assess requestors.
   - ii. DSS includes in their Data Request Form questions about data security and storage.
   - iii. OEC does not have a robust process, but any progress made adds value to agency efforts.
   - iv. CCEH has strict data standards to use HMIS system. The organization data request process includes questions for requestors about their plans to analyze the data.

   The September Data Governing Board meeting will focus on Data Security.

7. **Learning Agenda Update**
   Ram Aberasturia gave an update on the data request to evaluate the Roberta Willis Scholarship program. He added that the Office of Higher Education is applying for IES grant to help facilitate analysis of data request.

8. **Executive Board Meeting**
   The next Executive Board meeting is Tuesday, August 16 at 2:00pm. The Board reviewed a draft agenda and suggested additional topics to be added, including equity and consent management.

9. **Updates**
   The topic for the next Data Governing Board Learning Session is the CT COVID-19 Education Research Collaborative (CCERC) on Friday, August 19.

10. **Next Steps**
    The next meeting is scheduled for Friday, September 2.