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Maryland Longitudinal Data System

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Maryland Longitudinal Data System Governing Board
Meeting Minutes
March 12, 2021

The meeting of the Maryland Longitudinal Data System (MLDS) Governing Board was held on March 12, 2021, via conference call. Dr. James Fielder, Chairman of the Governing Board, called the meeting to order at 9:00 a.m. and noted that a quorum was present.

The following Governing Board members were in attendance:
Dr. James Fielder, Secretary of Higher Education
Mr. Sam Abed, Secretary, Department of Juvenile Services (John Irvine, Director of Research and Evaluation served as designee for part of the meeting)
Mr. Victor Henderson, Performance Management Program Analyst (Designee for Ms. Tiffany Robinson, Secretary of the Department of Labor)
Dr. Nancy Shapiro, Associate Vice-Chancellor for Education & Outreach (Designee for Dr. Robert Caret, Chancellor)
Dr. Karen Salmon, State Superintendent of Schools
Dr. Farzad Moazzami, Assistant Vice President for Academic Affairs, Morgan State University (Designee for Dr. David Wilson, President)
Ms. Sara Fidler, President of the Maryland Independent Colleges and Universities Association
Mr. Jason Dykstra, Executive Director, Instructional Data Division, Anne Arundel County Public Schools
Dr. Susan Sterett, Director of the School of Public Policy, University of Maryland, Baltimore County
Mr. Maurice Good, Program Director, Maryland New Directions
Mr. Steven Rizzi, Vice President, PAR Government

The following MLDS Center staff were in attendance:
Mr. Ross Goldstein, Executive Director, MLDS Center
Ms. Tejal Cherry, Director of System Management Branch, MLDS Center
Dr. Angela Henneberger, Director of Research, MLDS Center and Research Assistant Professor, University of Maryland, School of Social Work
Dr. Ann Kellogg, Director of Reporting Services, MLDS Center and MHEC Liaison
Ms. Molly Abend, Data Management Coordinator and MSDE Liaison
Ms. Dawn Luedtke, Assistant Attorney General
Mr. Roy Enehiroana, Data Analyst and Department of Labor Liaison
Ms. Jamese Dixon-Bobbitt, Executive Associate, MLDS Center

Approval of the December 11, 2020 Meeting Minutes
Dr. Fielder asked for a motion to approve the minutes from the December 11, 2020 meeting. Mr. Abed made a motion to approve the minutes, which was seconded by Mr. Rizzi. The motion was unanimously approved.

Review of Bylaws and Appointment of Vice-Chair

Mr. Goldstein began by explaining that under Section 2.3 of the Governing Board's Bylaws there is a rotating Vice-Chair position among MSDE, MHEC, USM, and DJS. This year, pursuant to the schedule in section 5.7 of the bylaws, it is Secretary Abed's turn to be vice-chair. No action by the board is required. Mr. Goldstein also thanked Dr. Shapiro for her service as vice-chair.

Next Mr. Goldstein informed the Board that the Cybersecurity Subcommittee held its first meeting on March 3rd. In addition to the cybersecurity topics, the subcommittee discussed the membership of the subcommittee. The current members include the CIO of each partner agency and three Governing Board members (Mr. Rizzi, Mr. Biggs, and Dr. Moazzami). Because a lot of the business of the subcommittee takes place in closed session, membership on the subcommittee is necessary to fully participate. Accordingly, the subcommittee recommended the following additional members: Chief Information Security Officers for the Partner Agencies (if they have one) and the State Chief Information Security Officer and Deputy State Chief Information Officer.

In response to a question from Dr. Fielder, Ms. Cherry clarified that the subcommittee would not be used for managing a data breach. The Center has a separate incident management plan that would dictate how an incident would be investigated, reported, and communicated to stakeholders. Dr. Fielder agreed with that approach noting that he did not want this subcommittee to create bureaucratic hurdles to rapidly managing a data breach.

Ms. Fidler noted that most, but not all Board members were represented on the subcommittee. Ms. Luedtke stated that the data sharing agencies were included to facilitate compliance with duties and responsibilities established under Data Sharing MOUs. In response to a question, Ms. Luedtke also confirmed that the actions of the subcommittee would have to be brought back to the full board. Ms. Fidler asked if there was a way to allow other board members to participate. Mr. Goldstein noted that it would be possible to add a CIO or designee from MICUA and MACC.

Board Action - Ms. Fidler made a motion to change the proposed amendment to Section 5.3 to add to the enumerated list of subcommittee members the chief information officer or technical designee of MICUA and MACC. Mr. Rizzi seconded the motion, which was unanimously approved. Next, Mr. Rizzi made a motion to approve the proposed amendments to Section 5.3 of the bylaws. Mr. Abed seconded the motion, which was unanimously approved.

Center Output

Mr. Goldstein provided an overview of how the Center's *Research and Reporting Output Plan* is developed.   The Center's work is broadly guided by the Research Agenda, which is approved by the Governing Board. The Research Agenda is useful in setting the parameters of the subjects the Center should be working on, but it does not identify the specific priorities or required output that the Center intends to work on over a given period of time. The *Research and Output Plan* fills that gap by identifying the specific work that the Center intends to complete during the coming year; such as required reports, dashboards, research projects, and priority subjects. The Plan is reviewed by the Governing Board during the June meeting. Realistically, not all of the output priorities will be fully completed in a year. Some priority areas will require extended time to complete and other priority areas may be deferred if critical data requests are received from key stakeholders or other unforeseen priorities arise. To develop the plan we work with our agency liaisons, input from the Research and Policy Advisory Board, various

state policy and planning documents, and past data requests and topics of interest to identify research and output priorities.

Dr. Kellogg provided an overview of Reporting Services work completed 9 months into the current plan year. The Center completed all required annual reports and the annual requests received from stakeholders. The Center's report on outcomes for Associate's degree earners led to a request from the community colleges for data to support their performance accountability report (PAR). Similarly, the annual Career Preparation Expansion Act Report also generated a secondary request from the workforce development boards for specific workforce outcomes in the manufacturing sector. That work was completed and presented at a meeting of the directors of the regional workforce development boards.

In addition to the reporting activity, the Center also responded to 16 Public Information Act (PIA) requests. Eight of the requests were completed and seven were cancelled, either because they were single sector (and therefore referred to another agency) or requested data that the Center does not have. One request from Anne Arundel County Community College on outcomes of students in their health programs, is still in progress. Dr. Kellogg also noted that the number of PIA requests has gone down, but said that this was due to the fact that the Center's annual reporting and web content cover the subjects of prior requests. In other words, the Center is not doing less or receiving less interest; rather the Center is doing a better job of proactively providing information to stakeholders.

The Center also provided support for the Maryland Higher Education Commission's 2021-2025 Plan for Postsecondary Education. Thirteen of the data tables in the report rely on MLDS Center data. In addition, new content was developed to support the report, including an analysis of outcomes for Bachelor's degree earnings and apprenticeship program completers.

Finally, Dr. Kellogg noted that several projects will be worked on during the remainder of the plan year, including the high school to college dashboards and teacher dashboards.

Dr. Fielder acknowledged the hard work of the Center and his gratitude for the information and reporting provided in support of the plan. Dr. Shapiro also complimented the team on the tremendous amount of output, and asked whether the small staff limited the output and work the Center can complete. This is especially concerning given the new requirements being placed on the Center by the Blueprint. In response, Mr. Goldstein stated that he thought the Center was at the outer limits of what can be accomplished at the current staffing levels. He agreed that the Center will need to request additional staff, but also noted that obtaining new staff positions is difficult to accomplish.

Mr. Rizi asked what percentage of research activity is funded by state funds versus grants funds. Mr. Goldstein stated that he did not have that breakdown, but noted that the grant funds are important for providing additional resources for research. Dr. Henneberger agreed and added that by working with the universities, the Center is also able to increase its research budget by leveraging student researchers, who have a great deal of expertise and need practical experiences.   Dr. Fielder concluded the discussion by noting that all departments are under pressure for staffing, but agreed that the Center needs to address the issue so it is not forced to turn down or delay important work.

Dr. Kellogg concluded her presentation by providing an overview of the apprenticeship data analysis she recently conducted. The analysis uses the same method as other reports; specifically looking at the workforce outcomes of one cohort of apprenticeship completers five years after completion. Two-thirds of the apprenticeship program completers were found in the wage data. The median quarterly wage was

$20,000 (and $80,000 annually). Dr. Kellogg also noted that these very positive results are consistent among the cohort and not simply an outlier. This cohort had very few postsecondary records; probably a result of the fact that they take more non-credit courses at the community college. The Center does not have that data yet.   Also, this cohort has very few individuals with a K-12 record. This is likely a result of the fact that due to the age of the cohort members, their K-12 data would precede the Center's data collections. Next, Dr. Kellogg presented a table that showed the type of apprenticeships the cohort completed. *Construction and Extraction Occupations* is the largest category and includes jobs such as carpenters and electricians. The next largest category was *Protective Services*, which includes firefighters and police officers. Finally, Dr. Kellogg reported that she shared this information with Christopher D. MacLarion, Director of Apprenticeship and Training at the Department of Labor. Mr. MacLarion was enthusiastic about having this information and was planning on sharing it with the Apprenticeship and Training Council. The Center will work with Mr. MacLarion on future data analyses and reporting needs.

In response to a question from Mr. Rizzi, Dr. Kellogg explained that the workforce data was from the UI wages and therefore represent regular employee earnings (reported on a W2 and not other income reported on a 1099). In response to a question from Ms. Fidler about the impact of some college and college degrees on outcomes, Dr. Kellogg responded that she has not analyzed that data yet, but cautioned that it may be difficult to analyze and draw conclusions due to the age of the apprentices and the fact that their prior education records may not be part of the Center's data.

Dr. Henneberger provided the update on progress on the Research Branch priorities. The Research Branch has three broad priorities which include:
1. In-depth statistical analyses to inform policy;
2. Technical and methodological documentation; and
3. Seeking external funding to support research.

The Research Branch recently published a research report on teachers' out-of-school employment. The report found that out-of-school employment was not related to teacher attrition, but wages were negatively related to teacher attrition and teacher experience also plays a role. This analysis offers insights into the types of teachers and employment characteristics that impact attrition and can help to identify policy levers that can be utilized to retain teachers and mitigate attrition.

Next, Dr. Henneberger reported on two recent Research Series presentations. First, Dr. Chris Curran, Professor at the University of Florida, presented his research on the expanded presence of law enforcement in Florida schools following the Parkland school shooting. The research showed an increase in the number of behavioral incidents reported to the state, law enforcement referrals, and juvenile arrests. The Research Branch received a request to conduct a similar study in Maryland, but currently does not have the data necessary to complete the study. Second, Dr. Jane Lincove, Professor at the University of Maryland, Baltimore County, presented research she conducted at the request of MSDE. The research looked at the outcomes of students who graduate after using the alternative assessment option, known as the bridge program. Students who use the bridge program are less likely to go to college, but have similar rates of employment as students who pass the traditional assessment.

Finally, Dr. Henneberger noted that there were upcoming projects nearing completion and publication. First, there is a research report on the impact of the dual enrollment subsidy established in the College and Career Readiness and College Completion Act (CCRCCA). Second, Dr. Blazar's research on teacher and school staff diversity and student outcomes will be presented at the next Research Series in April and will be provided as a research brief.

Dr. Fielder asked for clarification on the issue raised by Dr. Henneberger about the unavailability of data to conduct requested research on the impact of law enforcement (school resource officers) in Maryland schools. Dr. Henneberger stated that some of the data could come from DJS and MSDE and some of the data would have to be collected. Dr. Fielder stated that he would provide assistance as needed to help facilitate the collection of data for research purposes.

Legislative Update
Mr. Goldstein provided an overview and status of the following bills that have a direct impact on the MLDS Center.

1. HB 46 / SB 584 - *Student Horizon Database and Scorecard (Students Right to Know Act of 2021).* This bill requires MSDE to annually collect information on in-demand jobs, the cost of attendance for colleges and private career schools, student loan information, and graduation and completion rates, completion rate and starting salary of students in apprenticeship and CTE programs, salaries of students who enlist in the military, and the number of college graduates working in occupations that do not require a college degree. With the information collected, MSDE is required to provide a series of dashboards that allow users to compare schools by a variety of factors. MSDE must distribute the scorecard to each high school student. The bill directs MSDE to undertake the collection and development of the dashboards in collaboration with MHEC, Labor, and MLDSC. In terms of the fiscal impact of the bill, it is not clear exactly what assistance and resources MSDE will require of the collaborating entities. However, this is the type of cross-sector data collection and reporting that is a function that the MLDS Center was specifically created to address. Accordingly, the Horizon Database and Scorecard will likely require MLDS Center resources and expertise to produce. Also, while the Center has some, but not all, of the data required for the scorecard, the Center will need staff and other resources to meet the requirements. Mr. Goldstein also noted that a lot of the information is duplicative of other products that are publicly available. Other agencies also had concerns about the bill. The bill was heard in the House Appropriations Committee on February 10th and the Senate Education, Health, and Environmental Affairs Committee on February 25th; no further action has been taken.

   In response to a question from Mr. Rizzi, Mr. Goldstein responded that MLDS is named in the bill as a consultant to MSDE - but the requirements are the responsibility of MSDE. Dr. Salmon agreed that the requirement was misaligned. Ms. Fidler noted that she met with the sponsor who stated that the purpose was to help with student loan debt. MICUA had concerns with the bill and questioned its redundancy.

2. HB 320 - *Maryland Longitudinal Data System - Transfer of Student Data - Modifications.* This bill was introduced last year (HB 850) and passed the House but ran out of time due to the shortened legislative session. The 2018 Career Preparation Act established a requirement for MHEC to collect and provide the following information to the Center: professional and occupational licenses from Department of Labor and Department of Health; vocational certificates from Maryland community colleges; and industry certifications from a national certifier that receives state funds. This bill fixes the legal and procedural issues with the law. The bill has passed out of the House and is scheduled for a hearing in EHEA on March 18th.

3. HB 359 /SB 437 - *Maryland Longitudinal Data System - Student Data - Pregnant and Parenting Students.* This bill adds data on whether a student is or has been pregnant or is a parenting student to the definition of student data. This change would allow the Center to collect this

information from MSDE(although this data is not currently collected by MSDE). A related bill, HB 401, establishes policies and reporting requirements for administering to the needs of pregnant and parenting students. This bill, therefore, seeks to ensure that there is data for reporting and program analysis. The bill was heard by the Ways and Means Committee on January 27th and the Education, Health, and Environmental Affairs Committee on February 25th, no further action has been taken on the bill. Dr. Salmon noted that this type of data is not collected on any other class of students and finds this requirement to be terribly invasive and does not think it will help these students get more services. In response to a question about whether this bill would violate HIPPA, Ms. Luedtke responded that HIPPA only applies to health care providers and is therefore not implicated by this bill (instead, student privacy would be protected under FERPA).

4. HB 854 - *Maryland Longitudinal Data System Center - Inclusion of Out-of-Home Placement Data.* This bill was introduced last year (HB 711) and passed the House but ran out of time due to the shortened legislative session. This bill alters the makeup of the MLDS by adding individual-level placement data from State-sponsored out-of-home care as its own category. The placement data would be provided by the Social Services Administration (SSA) within the Department of Human Services (DHS) and would be linked to the student data and workforce data currently linked and maintained in the MLDS. The bill requires an annual report to the Governor and General Assembly on the experience of former out-of-home children and how out-of-home placement affected participation in higher education. Mr. Goldstein indicated that to implement this bill, the Center would need a full-time position for a liaison. This bill was heard by the Ways and Means Committee on February 12th. No further action has been taken. Finally, Mr. Goldstein noted that he spoke to the sponsor about the bill and some technical drafting issues. Specifically, the bill makes out-of-home placement data its own sector of data as opposed to a type of student data. This is contrary to the statutory structure and how, for example, the DJS data was added to the MLDS. A proposed amendment was suggested to address the issue.

Dr. Shapiro asked about the *Blueprint for Maryland's Future.* Mr. Goldstein stated that he had provided a list of impacts last year after it passed and will resubmit that information to the Board. Mr. Goldstein also agreed with Dr. Shapiro that the Blueprint would create a need for more funding to support the new requirements. Ms. Fidler noted that MLDS Center staff used to come to the Department of Legislative Services to do deep dive with staff about the work of the Center. Mr. Goldstein confirmed that the meeting did not take place this year, but is very helpful. Ms. Fidler stated that especially with so many new bill drafters, this type of meeting could help facilitate a better understanding of the Center and its role. Finally, Ms. Luedtke noted, in relation to the study on the impact of law enforcement in the schools, that HB 171, which addresses issues regarding school discipline data collection, is moving through the process and would address some of the current data shortcomings.

Data Gap Analysis
Molly Abend began by providing an overview of the Data Gap Analysis. The document was created at the request of the Governor's P20 Council to identify and catalog the gaps in the MLDS data. It is broken down by sector and provides a description of the gap, the reason it exists, its impact, possible resolutions, feasibility of resolving the gap, and its status. There are currently 28 gaps and another nine gaps that have been resolved.
- 22 of the data gaps, there are data that are available to resolve the gap;
- 13 of the data gaps, the Center is exploring options for or is actively working on a resolution;

- 2 of the data gaps have legislation currently being considered which would remove legal barriers to the data;
- 2 of the data gaps have no identifiable data sources that are available; and
- 7 of the data gaps have data that is available, but unfeasible to collect.

Next Ms. Abend reviewed the data gap priorities for resolving the gap. The first priority regarding PK-12 applicants for teacher certification is currently being studied to understand the feasibility of collecting this data. Ms. Shapiro asked when the study will be complete. Mr. Goldstein responded that the Center had begun the study and had plans to interview both state and local school administrators about the certification process. Mr. Goldstein stated that the report could be completed by the September Governing Board meeting provided the Center has the opportunity to meet with state local certification administrators. Dr. Shapiro offered to help in any way possible.

Ms. Abend continued with the second priority: licensure data from Labor and other license granting agencies. As previously noted, there is currently legislation (HB 320) pending that will allow the Center to directly collect that data. The third priority, socioeconomic status for PK12 students has a partial resolution underway through the collection of Census block and tract information. The Center along with MSDE and several local school system representatives have created a workgroup that is drafting a protocol for the collection and reporting of the block and tract information for students. The process should be fully implemented by next summer. The fourth priority, Unemployment Insurance (UI) applications and benefits information, is important for understanding why an individual may not be working and is particularly relevant in understanding workforce outcomes during the pandemic. The fifth priority, social determinants, covers several data elements such as child in need of assistance data and certain health records. These data are increasingly important in light of the Blueprint legislation that requires analysis and reporting on vulnerable populations of students. The final priority, federal and military employee data, is important to help identify the employment and wages of a large portion of the Maryland workforce. That gap has been partially addressed with the Comptroller data, however, since those data are not unit record and do not specifically identify federal employment, the Center continues to explore options.

Data Inventory
Ms. Abend noted that there was only one data element being presented to the Board. The *Accountability Code* is a four-digit school code assigned for accountability purposes. The code is an already approved code: *School Identifier*. Both the *Accountability Code* and the *School Identifier* align to the same Common Education Data Standards (CEDS) element ID. The MLDS and MSDE try to align all data elements to CEDS whenever possible because it allows for better cross-state comparisons. Ms. Abend stated that since no new data element was being added, but a change in the data inventory is being made, the Board is being informed for information purposes, but approval is not required.

Mid-Year Budget Briefing
Mr. Goldstein began by noting that the Center's FY 21 budget was approved during the June 2020 Governing Board meeting. At the December 2020 meeting, the Board was informed that the Center's required reversion was reduced from $248,000 to $50,000. At that time the Center identified the following priorities for the surplus funds, including a consulting contract for a part-time data analyst at a cost of approximately $13,000. The funds also allowed the Center to fully fund the Oracle database engineer contract. This contract is critical to maintaining the system at the highest levels of efficiency and security.

Mr. Goldstein also noted that a cybersecurity audit was one of the planned expenditures for this fiscal year at a cost of approximately $40,000 to engage an independent contractor to conduct the audit. However, the Center was recently informed by DoIT that it wanted to partner with the Center to conduct DoIT's first agency security assessment. This is a new initiative, for which DoIT wants to partner with the Center to test the delivery of this new assessment process. DoIT wants a partner with an agency that has a mature security profile and can also help collaborate and refine the process. There will be no cost to the Center for the assessment. Mr. Goldstein added that the fact that the Center was chosen to work with DoIT is a direct result of the respect DoIT has for Tejal Cherry, her team, and the conscientious and high-level work that they do to ensure the security of the MLDS.

The Center is working on a longer term consulting contract for a data analyst. The Center also needs to re-compete the Oracle engineer contract. Both positions will be combined into a single solicitation.

Next, Mr. Goldstein noted several new spending priorities. First, the Center and Morgan State University are working to finalize a MOU, budget and scope of work that will essentially include MSU as a partner institution providing research and analytic services in coordination with the Center's Research Branch. While the budget has not been finalized, the Center anticipates a budget of $30,000 annually.

The Center is working towards moving to a new data center. Any surplus funds (approximately $150,000) will be spent to procure software or services necessary to facilitate the move.

Finally, the Center is working with DoIT and MSDE to procure new computers for staff. Currently, all staff are working remotely using either outdated laptops issued by the Center or their own equipment. The preference, for security, consistency, and improved functionality, is to migrate all staff to a new computer that contains the DoIT image, state defined security software, and is maintained and updated by DoIT. The anticipated cost for 15 computers is under $25,000. Mr. Goldstein noted that the new equipment is part of the Center's plans to remain virtual, even after COVID restrictions are lifted. First, staff overwhelmingly prefer working remotely and have been as or more productive than working in the office. A survey of staff that was done at the request of the State indicated that, with one exception, all staff preferred working remotely. Second, the nature of Center work requires quiet concentration. Many staff find working on the 8th floor of the education building distracting given the proximity to the conference rooms. Third, attendance at the Center's virtual stakeholder meetings and seminars have improved. Finally. the ability to work remotely improves the Center's ability to recruit and retain skilled professionals who seek that type of flexibility. Mr. Goldstein concluded by noting that the Center will continue to have a physical presence and will work to maintain access to conference rooms and meeting spaces to allow in-person meetings and check-ins as deemed necessary, but in general, the Center will be a virtual office.

Mr. Rizzi stated that it will be hard for the agency that has to follow the MLDS Center for the DoIT cybersecurity assessment because the Center will set a high bar. Mr. Rizzi also asked for an update on the Center's Oracle License and an explanation on how remote employees interact with system data. Ms. Cherry explained that system data can only be accessed through a secure VPN connection to the employee's machine that sits on the Center's secure network. Still, standardized equipment with a higher

processing capacity and standardized security software is needed. Regarding the Oracle license, Ms. Cherry explained that right now the Center's license is part of MSDE's license. Ms. Cherry indicated that she did not anticipate any changes to this arrangement and, in response to a follow-up question from Mr. Rizzi, does not think that the license restricts the Center to a certain location.

In response to a question from Dr. Fielder, Ms. Cherry clarified that the procurement of the system will be done through DoIT using pre-negotiated contracts. However, Board of Public Works approval will still be required. Mr. Goldstein also responded that the full cost of the project, approximately $500,000, is not currently in the budget.

In response to a question from Dr. Moazzami, Ms. Cherry said that staff explored cloud options in addition to the state enterprise data center. The Center also engaged a system architect consultant who recommended the State enterprise data center. Finally, Ms. Cherry also noted that moving to a new data hosting center was necessary because the Center's servers are out of date and to improve physical security.

Board Action - Ms. Luedtke formulated the motion, which was offered by Dr. Shapiro, to approve the proposed budget priorities as revised and discussed. The motion was seconded by Mr. Rizzi and unanimously approved.

Morgan State University - Research Partnership
In a continued effort to increase research capacity and diversify expertise, the Center reached out to faculty at Morgan State University (MSU) with the goal of solidifying a research partnership between MSU and the Center's Research Branch. This collaboration will increase the diversity of experience, backgrounds, and skill sets applied to Center research. MSU will gain access to the data system for research conducted by faculty, staff, and graduate students. Dr. Henneberger and Mr. Goldstein have been in conversations with the dean and faculty members in the School of Education and Urban Studies. There is a draft interagency agreement to formalize the partnership. Work is ongoing on the budget and scope of work. In addition, Dr. Henneberger has spoken with MSU representatives, including Dr. Moazzami, about potential collaborations on current and future National Science Foundation grants.

Dr. Moazzami stated that faculty has research proposals ready to go once the agreements are solidified. Mr. Goldstein noted that the goal is to have MSU incorporated into the Research Branch. Dr. Sterrett stated that this is a wonderful idea and fits well with other types of initiatives currently underway. The goal of these initiatives is to further synergy and build and broaden research in the social sciences. Ms. Fidler, also stated her enthusiasm for this partnership and asked what the process would be for partnerships with MICUA institutions. Mr. Goldstein stated that it would be handled through the *Policies and Procedures for External Researcher and Grant Funded Projects*.

Old Business
There was no old business.

New Business
There was no new business.

Closing

Dr. Fielder noted that the next meeting is scheduled for June 11, 2021 (9 a.m. to 12 p.m.). Dr. Fielder also noted that at some point the Board will need to decide how it will meet in the future when quarantine restrictions are removed. In response to a comment from Mr. Rizzi, Dr. Salmon stated that the Board meeting room has the capacity to host hybrid meetings. A motion to adjourn was made by Dr. Salmon and seconded by Mr. Rizzi. The motion was unanimously approved.

                    Respectfully submitted,
                    Ross Goldstein
                    Executive Director

Approved: [pending]