

**MLDS Governing Board Meeting  
Maryland State Department of Education  
Board Room, 7th Floor  
Baltimore, MD**

**June 28, 2012  
Meeting Minutes**

**Members Present:** Chancellor Brit Kirwin, Interim State Superintendent of Schools Bernie Sadusky, Secretary Danette Howard, Dr. Nicole Marano, Dr. Joe Popvich (representing David Wilson), Dr. Michael Martirano, Elizabeth Kameen, Brian Roberts.

**Staff Present:** Jon Enriquez, Dr. Ben Passmore, Rob London, Chandra Haislet, Angela Lagdameo, Bryce McKibben, John Ratliff.

**Other Presenters and Guests:** Parris Jackson, Suresh Balakrishnan, Dr. Don Spicer, Christian Granger. Numerous guests from the *Data Quality Campaign's P-20W Data Governance Conference* were also in attendance to observe the meeting.

**Welcome and Approval of the Minutes**

Chancellor Kirwan called the meeting to order at 1:03 p.m. He welcomed the Board and staff members, as well as visitors. Board members introduced themselves.

Chancellor Kirwan moved to approve the minutes from the March 26 and June 18 meetings. The motion was seconded. The Board voted unanimously to approve.

**Development Updates and Presentation**

Rob London began the presentation and introduced MSDE's federal grants director, Chandra Haislet. He explained that Senate Bill 275 requires a grants directory.

Chandra Haislet began her presentation on the Maryland FY 12 Interagency SLDS grants. She noted that Maryland has strong track record in applying for and receiving grants thanks to strong foundation of interaction between agencies, with 24 out of 31 states receiving federal SLDS grant, including Maryland, for \$4.1M.

Ratliff clarified that we were at average for grant award despite being eligible for less money than other states, which is impressive.

Chandra Haislet continued and notes that MLDS had the 5th highest grant score of all applicants. She reviewed the five MD grant objectives: expand data collections especially to workforce, implement data standards and quality, advanced dashboards for policymakers, staff training and professional development, and research/expanding SLDS data.

Chancellor Kirwan asked who will do research under Objective 5 - research and expanding SLDS data. Candra Haislet answered that USM would take the lead but MHEC and MSDE will collaborate.

Jason Perkins-Cohen asked when materials will be provided on Objective 3. Rob London answered that it would be within a few weeks.

Candra Haislet overviewed the timeline of each projects. Mid-2014 is the scheduled completion of all projects; work begins July 1 and will move rapidly from there. Total award amount by year: year 1 - \$2M;

year 2 - \$1.6M; year 3 - \$0.3M. She reviewed stakeholders, project owners, partners for each grant project - and how much funding is allocated for each project. Staffing and organization charts were provided in the briefing book.

Chancellor Kirwan applauded the grant work and called for questions. Ratliff asked if training goes beyond legislators and researchers - will parents and educators be trained to use MLDS too? Rob London said that this will come from funding under RTTT grant for educators, but parents have not been the primary focus of the projects. However, MSDE could design online, multimedia, self-service portals for this training.

Michael Martirano asked how we increase awareness to stakeholders through communications. Rob London said there has been extensive communications plan for RTTT and they will model MLDS after that, and that communication has to be aligned with Governor's office as well as the MLDS Governing Board, agencies, etc. Michael Martirano said that implementation rests on locals being able to communicate this to parents and educators – it is time to do briefings for local superintendents now that MLDS is tangible and less abstract.

John Ratliff said it would be so easy to hand this off to one group, but MLDS requires cooperation. Rob London concurred that collaboration has made this entire project possible.

Rob London continued the presentation to "accomplishments" under status updates. The MLDS is pursuing a temporary interagency MOU until the requirements under SB 275 are met. Creating MHEC and P20 Data Warehouse is going well and we hope to begin loading data soon; MHEC needs to load financial aid. Ready for demonstration in August or September.

Dr. Ben Passmore explained that problem MLDS faces is that the statewide identity information dates to 2007, but that data does not match well into higher education and workforce. MLDS will have to “push back” into previous grads and exiters to identify them.

Rob London explained that the MLDS policy questions will come before the P-20 Leadership Council and that the process for developing this process was helpful, and they are looking forward to the Council addressing it in next meeting.

Rob London said that the demonstration will produce document that can be filed with the General Assembly to meet the requirements of SB 275. Dr. Ben Passmore clarified that if this document is not filed successfully, we cannot go live in September as planned.

Chandra Haislet overviewed the communications progress. MSDE is putting out newsletters that are readable, also using message board with required password to gather feedback and answer questions.

Rob London talked about the release of electronic transcripts. LEAs have been granted grant money to help 13 LEAs implement interfaces. This should be ready by September or October.

Rob London referred to the project issues in the briefing binder for independent review.

John Ratliff commended the implementation team, presentations, and the Board for their hard work to implement an aggressive timeline at the Governor's request.

Rob London began a demonstration of the portal. He noted the presence of a “P20 Executive Answers” section that provides consolidated answers or overviews that can be expanded.

Chancellor Kirwin inquired whether they have approached other executives to see if the format is useful. Rob London responded that they wanted to approach the MLDS Governing Board first but could certainly do so from here.

Michael Martirano asked whether the system will link to school-level improvement data so that people can do "one stop shopping" when looking at the data. Rob London responded that they certainly plan to do so but are still deciding which kinds of information is important to the end-user. Michael Martirano again emphasized the importance of communications to superintendents and parents.

Chancellor Kirwan expressed that people like what they are seeing and encouraged the development of focus groups.

Rob London continued the demonstration presentation with the P20 data glossary. He noted that you can look at data by agency, application, groupings, identity - and export to PDF or Excel. We also have the ability to see how the data elements are mapped to legacy systems.

Secretary Howard inquired if it is still the case that the MLDS will only house the data at the transition points between K-12, higher ed, and workforce. Rob London responded that we are not replacing individual agencies' legacy data systems. Dr. Ben Passmore also responded that this is a "capstone" system.

### **MHEC and Advanced Data Collection**

Chancellor Kirwin introduced Parris Jackson, presenting.

Parris Jackson said Phase 1 has been in place at MHEC for 30 years. Phase 2 now begins. **Mac 2** is comprised of segment representatives to analyze current collections, define objections, and identify timing and sequencing of collections. Significant increase in demand for higher education data has led to ad-hoc requests to institutions for data, but we hope to replace that.

Parris Jackson continued that the work group has met three times. They are working with partners on development and implementation, and hoping to have collections in place by Fall 2013. She laid out several implementation goals for Phase 2.

John Ratliff commended progress from such an old legacy system to where MHEC is now. Amazing degree of progress in short period of time.

Secretary Howard said an ambitious two-year plan was revised to be faster to meet a one year timeline. Only thanks to postsecondary partners and collaboration have we been able to support a spring 2013 pilot and full implementation.

### **Privacy and Security Protocols**

Chancellor Kirwan introduced Suresh Balakrishnan for presentation.

Suresh Balakrishnan referred to a draft plan for privacy and security. This plan is critical before the system can be online. They have reviewed relevant state and federal guidelines and publications to ensure requirements are met. This was added on top of the requirements of SB 275. The plan now includes more than 300 guidance and control statements and is being reviewed internally. They hope to have finalized draft plan for consideration by MLDS Governing Board at the next meeting.

Dr. Ben Passmore clarified that they hope to be able to vote on the draft privacy and security plan at the next meeting.

John Ratliff inquired whether this security plan, when adopted, will meet the security and privacy requirements of SB 275 and federal guidelines. Rob London responded that plan will far exceed compliance of the law.

Chancellor Kirwin asked whether it is possible to have a third party examine the plan for independent assessment, given that many Board members are not experts in data security and privacy.

Superintendent Sadusky agreed. Chancellor Kirwin asked if Suresh Balakrishnan and his team can arrange an independent audit or assessment of the plan.

Rob London clarified that the Department of Information & Technology often reviews final products, and this would be a good time to have them look at it beforehand. Chancellor Kirwin said it does not have to be the State Auditor.

Dr. Ben Passmore said the only concern is the timeline. For instance, the State Auditor may have to move the MLDS up in queue in order to deliver it along with timeline.

### **E-Transcripts**

Chancellor Kirwin introduced Dr. Don Spicer and Christian Granger. Chandra Haislet was also present at staff table.

Dr. Don Spicer began his presentation, saying that the Board had last asked for update on electronic transcripts at last meeting. The basic frame is that we need a unique identifier that moves from K-12 to workforce. E-transcripts are the efficient way to move data through the system and are cost effective. E-transcripts cost about 2 cents, while manual paper transcripts cost about \$50.

Granger continued his presentation with an overview of "SPEEDE EDI." This format allows for the automated processing of information, unlike PDF files which have to be read and manually entered.

Chancellor Kirwin asked if LEAs send a student record to system, will it have the SSN or just a student ID? Christian Granger responds that LEA will send what data it has. Chancellor Kirwin further asked if SSN was not included but postsecondary has it, how does it end up on the record? Christian Granger responded that the institution will use what resources it has to include on the student record, such as financial aid which collects SSNs.

Christian Granger continued the presentation with the four steps of EDI that outlines institutions' responsibilities. Partnering only with institutions that use Secure File Transfer Protocol (SFTP) so that data is properly protected. They have been quick to get things up to speed at colleges and universities. Participants are mostly online and participating, referring to handout on Maryland SPEEDE/EDI Implementation Status of June 27, 2012.

Chancellor Kirwin clarified that there are a number of institutions not yet online. Christian Granger responded that all public schools should be online by September; all institutions are receiving electronic transcripts but must be able to also send them. Secretary Howard is hoping for grant funds for those experiencing some difficulty with sending.

Secretary Howard asked if savings from e-transcripts will trickle down to students in form of reduced costs for transcript transfer requests. Christian Granger responded that this is up to institution, but many institutions that use e-transcripts do not charge students.

Michael Martirano asked for a communication strategy to superintendents around e-transcripts. Rob London responded that local briefings on electronic transcripts have indeed been occurring.

### **MLDS Center Updates**

Chancellor Kirwan referred to Dr. Ben Passmore for updates on placing the MLDS center.

Dr. Ben Passmore said that we are trying to put in place an MLDS center that will coordinate the work that has been discussed today. The center will be a central point for MLDS work and is necessary step for full and routine implementation. An RFI was put out. Three requests: Towson, UMD/UMDCP, and ?. There was a dilemma that requests were coming from institutions that Governing Board members represented, and there is a need for a fair and equitable process.

Dr. Ben Passmore continued, saying that a critical elements group was put together that includes John Ratliff, Dr. Ben Passmore, Rob London, and Dr. Don Spicer. They are currently assembling a list of must-have elements and prioritizing qualities for the MLDS center, and will pass this document to a subcommittee of the Governing Board, which they request the Board appoint.

Chancellor Kirwan responded that he needs a few days to consult with members about who will be willing to serve on subcommittee. Chancellor Kirwan mentioned that an optional debriefing with Data Quality Campaign will occur following a short break, and that concluded the Board's business.

**The meeting adjourned at 2:40 PM.**