



# MLDS CENTER

Maryland Longitudinal Data System

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## Maryland Longitudinal Data System (MLDS) Center Research and Policy Advisory Board

### Purpose

The Research and Policy Advisory Board (RPB) is established to ensure ongoing input and participation from MLDS Center's key stakeholders and to assist the Governing Board with oversight of Center operations. RPB facilitates frequent consultation between stakeholders and the Center staff, creating a forum for two-way communication and collaboration. As described in detail below, the RPB will provide input and consultation on the MLDS Center's research agenda and priorities, related output and products, and general operations and policies.

1. Research Agenda – The Research and Policy Advisory Board will:
  - a. Assist Center staff in developing the Research Agenda to be presented to the Governing Board for consideration and approval;
  - b. Hear and advise the Center staff on proposed additions to the Research Agenda;
  - c. Provide input on analytic plans established by the Center for addressing research questions; and
  - d. Help Center staff prioritize the Research Agenda to ensure the Center's output is addressing policy issues that are of critical importance to policy makers and other stakeholders.
2. Output and Products – The Research and Policy Advisory Board will:
  - a. Review and comment on Center output, including reports, web content and portals, policy briefs and other products produced by the Center; and
  - b. Review and comment on required reports to be submitted to the General Assembly and Governor.
3. Center Operations and Policies – The Research and Policy Advisory Board will:
  - a. Grant Opportunities and Projects
    - i. Identify and recommend grant opportunities;
    - ii. Advise on possible partnerships and collaborations on grants; and
    - iii. Review grant supported research projects as specified under the MLDS Policy and Procedures for External Researcher Projects.
  - b. External Researchers Projects – Perform duties described in Section 4.2 of the MLDS Policies and Procedures for External Researcher Projects.
  - c. Operations and Policies – Provide recommendations and advice on operating policies and procedures presented by Center staff.

## **Membership**

Standing members of the Research and Policy Advisory Board will consist of:

1. Representatives of the Governing Board members;
2. Other key stakeholders identified by the Executive Director; and
3. MLDS Center branch directors.

Standing members act as representatives of their organizations. Standing members are expected to attend all RPB meetings or notify the Executive Director of the individual that will be representing the organization in their absence. Standing members are responsible for representing the position of their organizations and relaying the content of the meeting to appropriate members of their organizations. Individuals designated as standing members will receive notification when Center output is released.

Additionally, the Research and Policy Advisory Board may include ad hoc members such as:

1. Researchers identified by the Research Branch Director; and
2. Education and workforce experts and practitioners identified by the Executive Director.

Ad hoc members will be invited to participate when their expertise can provide insight on Center output and operations.

## **Meetings**

The Research and Policy Advisory Board will meet on the first Thursday of each month unless otherwise noted by the Executive Director or RPB Chair. The MLDS Center Director of Reporting Services will serve as the facilitator for the meetings. The Advisory Board will follow a predefined agenda to conduct the meetings. Meetings may be either in person, or via conference call or Webinar coordinated by MLDS Center staff. A meeting invitation and meeting materials will be distributed to standing members of RPB and other invited attendees one week in advance of each meeting.

**Approved** – June 6, 2014

**Revised** – March 1, 2018