Maryland Longitudinal Data System Governing Board
1:00 pm - 3:00 pm
May 26, 2011

Meeting Minutes

Board Members in Attendance: Dr. William "Brit" Kirwan, Ayana English-Brown, Jason Perkins-Cohen, Dr. Nancy Grasmick, Dr. Michael Martirano, Nicole Murano, Joe Popavich, Brian Roberts, Elizabeth Sachs, Alex Sanchez, Clay Whitlow, and Dr. David Wilson

Other Attendees: Chandra Haislet, Dr. Danette Howard, Janice Johnson, Elizabeth Kameen, Monica Kearns, Angela Lagdameo, Rob London, Dr. Ben Passmore, Brad Phillips, Lynn Reed, Don Spicer, David Stevens, Dr. Leslie Wilson.

Welcome (Chancellor Kirwan)
The meeting was called to order at 1:05 a.m. The board approved the minutes from the meeting on February 2, 2011.

Overview of Reorganization of LDS Projects
Changes in Roles (Chancellor Kirwan)
- Chancellor Kirwan explained that the Executive Committee realized there needs to be an increased focus on building MHEC's system because the project could not move forward without prioritizing MHEC's system.
- A significant portion of the $5 million RTTT funding will be redirected to the creation of MHEC's database. Dr. Grasmick stated that she does not see any success of the MLDS without diverting funds towards the MHEC system.
- With the focus shifting towards MHEC's database rather than the integration of technology, the former Project Director, Judi Wood has returned to retirement.

DPSCS (Rob London, Ron Brothers)
- Chancellor Kirwan conveyed that the Governor has made the decision to have portions of the databases housed at DPSCS.
- Dr. Grasmick explained that when building the P-12 LDS, MSDE did not have the capacity to create an entirely new structure. Under the Direction of CIO Ron Brothers, DPSCS surfaced as a solution.
- Secretary Sachs agreed that at the last meeting, it was evident that MHEC needed an upgrade and that DPSCS appears to be part of the solution.
- Rob London explained that the P61 Project was designed to be at the P20 warehouse, with a strong focus on transitions between P-12, higher education, and workforce data.
  - The kernel is supposed to be for the MHEC data because it is an aging system that will not hold up. Since MHEC's system has a large infrastructure to maintain, DPSCS can handle the processing power, unlike MSDE's system.
- Rob London mentioned that DPSCS can handle security, economy of scale, and sophisticated in-system virtualization.
- Ron Brothers described specifics of the DPSCS data center: 24/7 physical security by a Maryland State operator, 24/7 Help Desk, mandatory finger printing of all IT, and off-site storage. In addition, data is on a back-up generation. There is an internal bandwidth of over 20,000 users and can scale up easily.

- Responding to Brian Roberts question, Ron Brothers explained that the MHEC system will be on the same platform as MSDE. There will be 40 secure connections.
- As an additional security measure, the Chief Security Officer does penetration tests and the FBI audits every 2-3 years.
- Chancellor Kirwan clarified that the wok done at DPSCS will be strictly for receiving/holding data—not for analyzing the data.
- Ron Brothers underscored and the Governing Board agreed that no one will have access to data unless there is an established protocol. The Governing Board will have to come up with processing protocols.
- Chancellor Kirwan asked and Ron Brothers agreed that there will be firewalls. In some portion of the storaged, housed as education data, there will be an impermeable wall between education data and all other data. Ron Brothes mentioned that there are many layers and independent systems.
- Brian Roberts inquired about the application and technology resources for the analytical piece. Rob London explained that RTTT allocated 2 million towards building the P-12 portion of the system. Rob London spoke about the advantages:
  - Unlimited licensing
  - Oracle database which includes spatial GIS software, suite of reporting, on-line analytics, variety of portals (internal for groups and external for public use)
  - Security system that has ability to virtualize and create different systems at no cost.
- Brian Roberts asked what the MHEC situation does to the timeline.
  - Secretary Sachs responded that MHEC would like to do the upgrade as soon as possible so that there is no anticipated delay.
  - Chancellor Kirwan said that the MLDS was on a path to hire a Director for a Policy Center. With Judi Wood no longer doing the work and with a re-direction toward MHEC buildup and of DPSCS, there are delays in the policy capability.
  - Dr. Grasmick said that USDE has been delayed in granting submitted amendments. The scope of work was delayed.
  - Rob London responded that from a technology perspective, the project will be on track.
- Joe Poppavich asked if MHEC will be the primary collector of data.
  - Secretary Sachs said that some servers will be at the data center.
  - Dr. Danette Howard clarified that MHEC will still be the owners of their own data, but some servers will be housed at DPSCS.

Funding Work Group
- Chancellor Kirwan announced that a Funding Work Group will
  1) develop a proposed budget for the Policy Center and will bring this back to the Governing Board, and
  2) will identify sustainable sources of funding for the Policy Center.
- The following Board Members have been appointed to the Funding Work Group: David Wilson, Secretary Sachs, Clay Whitlow, Secretary Sanchez.

Proposed Communication Strategy (Refer to the Communications Memorandum for an overview)

- Chandra Haislet provided an MLDS communication strategy with the goals to inform and engage. MSDE will utilize tools that have already been developed.

MSDE Race to the Top MLDS Project (Refer to the slides provided)
- Rob London gave a presentation on the technology development plan.
- Brit Kirwan inquired if there is an MHEC counterpart to Rob's position.
- Secretary Sachs responded that Parris Jackson is the acting head of IT and that MHEC is looking for a permanent staff in addition to Parris.
- Rob London explained that the $5 million will handle the consolidation of data. Year 1 milestones are coming out and we will meet the timeline. The biggest issue is that all strategies are not equal. Strategies are based on assets and resources.
- Mitigation strategies that have been employed:
    - DPSCS as a choice for the housing of some data
    - Leveraging unlimited licensing to save money
    - Collaboration across agencies
- Rob London mentioned that the scope of the project has not changed; there is more emphasis on data and the project must be framed as higher education's system being foundational.
- Rob underscored that the center will do minimal compliance reporting. Each agency will be responsible for reports.
- Brian Roberts inquired about Slide 6. It was determined that there was a typo. Slide 6 will read that the LDS blends k-12, *higher education***,** and workforce data.
- June benchmarks: hire technology staff and data analyst, and focus on design work.

MLDS Policy (Analytical) Center (Refer to slides provided)
- Dr. Ben Passmore explained four Center options discussed by the LDS Interagency Work Group: 1) State Education Department, 2) Governor's Office, 3) University Center, 4) Hybrid
- Chancellor Kirwan asked if there is legislation since none of the models seemed entirely relevant to Maryland. He mentioned that there is awkwardness with each of the models because the Executive Director of the Policy Center will be responsible to the Governing Board. (He then posed the threshold question: will we keep the Governing Board construct?)
- Dr. Passmore responded that the university option may be more favorable because of the flexibility.
- Dr. Grasmick emphasized that the physical location should be decided (as opposed to a model).
- Chancellor Kirwan asked if an RFP could be issued.
    - Dr. Passmore said that there could be an RFA but an RFP would generate applicants from private sectors and would be too expensive for the State.
- In response to Dr. Grasmick's inquiry, Dr. Passmore described the people that would have to be housed in the Policy Center:
    - Director to provide interaction between the Governing Board and agencies
    - Researchers (permanent employees) or if at a university, faculty fellows
    - Analysts to do data crunching
    - IT support staff
    - Developers to reassemble data at the data warehouse (if we need to do things with data beyond what we are already doing)
- Chancellor Kirwan asked what the mission and use of the Center would be.

- o Dr. Passmore relayed that the Policy Work Group developed 18 policy questions which are the kernel. The Center would start with these questions.
- Dr. Don Spicer remarked that the legislation is specific to the Center.
- Chancellor Kirwan requested that the Governing Board receive the legislation prior to the next meeting and that the Interagency Work Group develop a straw man proposal to be discussed.

Electronic Transcripts

- Dr. Don Spicer reviewed that the Governing Board's charge is to identify, adopt, and endorse a student identifier.
- MSDE uses SASID and Higher Education uses the Social Security Number (SSN).
- There was a discussion about the use of SSNs and the delicate balance to use the SSN. The tough aspect is that 70% of social security numbers can be obtained in P-12, but the number is declining. For example, Prince George's County does not allow mandatory SSN.
- Dr. Spicer described the potential cost-savings with e-transcripts. The cost per institution to send a paper transcript is $10 per transcript. If the LEA moved to e-transcripts, the minimum saved would be $1 million. In higher education, the cost savings would be 3 to 4 times as much.
- Dr. Grasmick mentioned that the State Board of Education has not mandated that the system go to mandatory e-transcripts because of the costs.
- Dr. Spicer offered assistance with LEA training and mentioned that it can be a priority for USM staff in the upcoming year.
- Dr. Wilson mentioned that the training can be done by webinar.

Conclusion

- Chancellor Kirwan stated that Dr. Passmore will send out the Governing Board Memorandum, and part of the Agenda for the next Governing Board will involve
  - o Status report on e-transcripts
  - o Roll out of Communications web portal
  - o Review of straw man

(Adjourned 3:15 pm)