SLDS

STATEWIDE LONGITUDINAL DATA SYSTEM

OREGON STATEWIDE LONGITUDINAL DATA SYSTEM (SLDS) PROGRAM

OREGON SLDS GOVERNANCE CHARTER REV 4.0

December 17, 2018

Document Revision History

Date	Version	Description	Author
11/19/2016	0	Original draft for review	J. Starr
12/29/2016	1	Draft Revision	M. Weinmann
2/9/2017	1	Updated process flows formatting modifications	J. Starr
4/13/18	1	Draft revision	L. Lien
6/27/2018	1	Revision 1.2	M. Weinmann
7/25/2018	2	Revision 2.2 Edited document	M. Weinmann
8/20/2018	2	Revision 2.3 Edited document - Final	M. Weinmann
10/09/2018	2	Revision 2.4 – Edited OED paragraphs - Final	M. Weinmann
11/2/2018	3	Revision 3.1 – Revised document	B. Tate
11/5/2018	3	Revision 3.2 – Edited document based on feedback	B. Tate
11/15/18	3	Revision 3.3 – Edited document based on feedback of Executive Committee	B. Tate
12/17/18	4	Revision 4.0 – Final Version approved by Executive Committee	B. Tate

1. GOVERNANCE OVERIVEW:

Introduction

The State Longitudinal Data System (SLDS) was enacted through legislation by Senate Bill 909, during the 2011 legislative session, and reaffirmed by Senate Bill 215 during the 2015 session. The bill stated that the SLDS will "Provide an integrated, statewide data system that contains student-level outcomes from all public education institutions in order to allow for longitudinal analysis and research."

The SLDS is a tool to allow researchers, policy makers, administrators, and the public to evaluate student data, identify trends, and better inform policy and funding decisions aimed at improving equitable student outcomes.

The agencies that provide data to the system govern the SLDS. These agencies define the purpose, goals, and objectives of the tool in alignment with the overall direction set by the Governor and Legislature.

The SLDS is not the authoritative source of the data contained in the system. Each agency that provides data to the SLDS retains status as the authoritative data source.

Purpose

The purpose of SLDS governance is to establish a structured environment to ensure data quality and consistency, increase accountability and ownership of enterprise data, improve data security and stewardship, and optimize usage of data for business intelligence and decision making processes.

The intent of the SLDS Governance Charter is to establish a standardized approach to developing and implementing the processes and procedures that govern the SLDS. It is intended to give a perspective on how the SLDS is organized, to provide definition and structure, and direct the key functions and processes that will drive the operations of the SLDS.

2. SLDS GOVERNANCE ROLES AND RESPONSIBILITIES:

Overview

This section provides the organizational framework for the SLDS governance committees and defines roles and responsibilities. The data partner agency heads (see Attachment A for list of data partners) will form the SLDS Governance Executive Committee. This group will set the mission, vision and values of the SLDS Program as well as the high-level goals and objectives. They will delegate authority to three subcommittees – Research, Data, and Privacy – to manage the details of the program. The graphic below details the Governance structure.

OREGON SLDS GOVERNANCE CHARTER
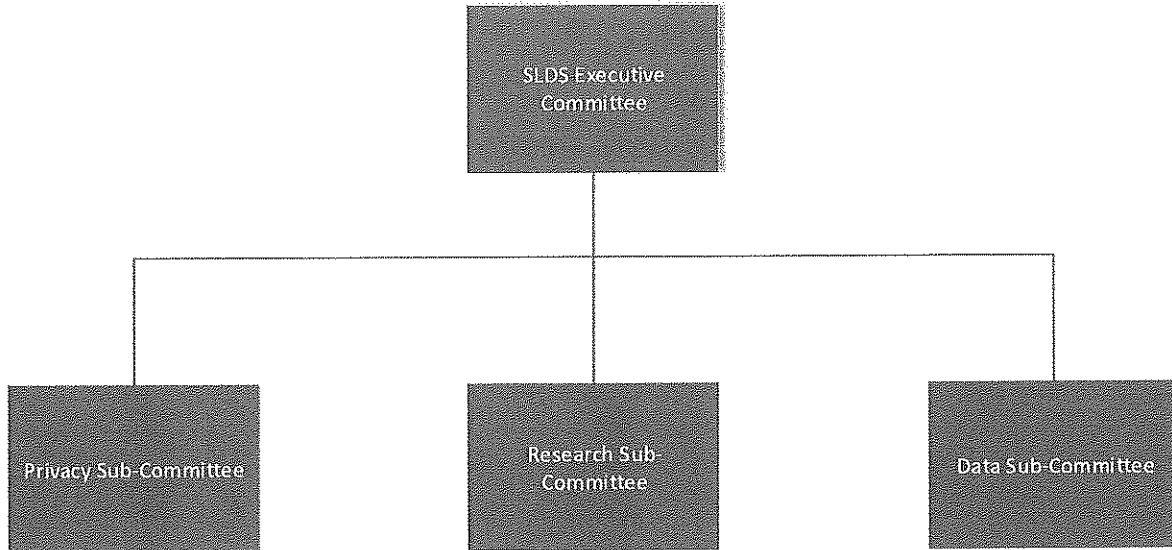
Committees

The agency heads will identify the correct representation for each of these subcommittees. The roles/responsibilities of each subcommittee will include:

1.) Executive Committee –
    a. Review, approve and maintain the SLDS Governance Charter
    b. Create and maintain the Mission, Vision and Values of the SLDS Program
    c. Develop an annual set of goals and objectives for the SLDS Program
    d. Develop subcommittee tasks and assignments and review
    e. Approve new data partners
    f. Approve subcommittee decision and serve as escalation point for all matters that cannot be resolved by a unanimous vote.
2.) Research Subcommittee -
    a. Develop and maintain annual research agenda for projects utilizing the SLDS
    b. Review and approve external research requests
    c. Review and approve all reports, research projects or other documents published to the SLDS website
    d. Guide the development of data visualizations available on the SLDS website
3.) Data Subcommittee -
    a. Review and approve additional data schemas being added to SLDS by new data partners
    b. Review reports from partner agencies to ensure data match and develop plan to resolve issues
    c. Review and approve any database schema changes
    d. Review and approve data inventory and schedule of updates
4.) Privacy Subcommittee –
    a. Develop and maintain all data privacy policies and practices
    b. Develop and maintain data stewardship guidelines

    c. Review and track confidentiality agreements
    d. Review all data access logs
    e. Review new privacy laws as new data partners join and assess potential impacts

Basic Roles and Responsibilities

1.) Members must have the ability to represent their respective organizations
2.) Each member must have a backup, this backup will function in the role of the member during the decision making process when the member is absent.
3.) The subcommittees have the delegated authority of the executive committee to make decisions in specific areas
4.) Sub-committee members will be selected by the Executive Committee member of each agency
5.) Members are expected to be content experts within their fields, e.g. data structure, understanding of data definitions within their organization, etc.
6.) Committees and Sub-committee meetings will take action on items only when all members are present
7.) Decisions in the Executive Committee and Sub-committee will be unanimous. The Committee or Sub-committee Chair will identify a process path to resolve disagreements or split votes. If the process identified does not resolve the disagreement or split vote, the matter will be escalated to the Executive Committee. All split votes in the Executive Committee will follow the same process for resolution.

3. COMMITTEE MEMBERSHIP

Executive Committee

The Executive Committee will be made up of the agency heads for all partner agencies (see Attachment A for list) or their designees. In addition, the Chief Data Officer from the Office of the State CIO will have non-voting representation on the Executive Committee. The Chief Education Officer, or similar designee of the Governor will chair the Executive Committee meetings. The Executive Committee Chair will identify a process path to resolve disagreements or split votes. If the process identified does not resolve the disagreement or split vote, the Executive Committee Chair will make the final decision.

Sub-Committees

Partner agencies will name one member to each subcommittee with the relevant subject matter experience and expertise. Each Sub-Committee will identify key stakeholders for their content areas and extend non-voting membership to

representatives of those stakeholder groups. All issues that cannot be resolved in the sub-committee will be escalated to the Executive Committee for resolution.

4. MEETINGS AND SUPPORT

Meetings

The Executive Committee will meet at least quarterly, with ad-hoc meetings scheduled to address specific topics. Each subcommittee will meet at least monthly. Twice a year, representatives from the Legislative Policy and Research Office (LPRO) will be invited to join the Executive Committee meeting to discuss the status of the SLDS, the Research Agenda, and future goals.

The Chief Education Office will provide scheduling and logistic support for all governance committee and subcommittee meetings.

The SLDS Team will facilitate all committee and sub-committee meetings.

5. REVIEW

The SLDS governance charter will be reviewed and updated on an annual basis or when additional data partners are added to the agreement. The review will be conducted by the Executive Governance Committee.

OREGON SLDS GOVERNANCE CHARTER

APPROVAL FOR Execution/Signature Block

The undersigned acknowledge they have reviewed the **Oregon SLDS Governance Charter.**

Attachment A
SLDS Data Partners

Chief Education Office (CEdO)	Oregon Department of Education (ODE)
By: _Undersigned_	By: _Undersigned_
Title: CHIEF EDUCATION OFFICER	Title: Director, ODE
Date 2-27-19	Date 2-27-19
Higher Education Coordinating Commission (HECC)	Oregon Employment Department (OED)
By: _Undersigned_	By: _Undersigned_
Title: Executive Director	Title: Deputy Director
Date 2/26/19	Date 2/26/19