SLDS

STATEWIDE LONGITUDINAL DATA SYSTEM

OREGON STATEWIDE LONGITUDINAL DATA SYSTEM (SLDS) PROGRAM

OREGON SLDS GOVERNANCE CHARTER REV 5.0

June 20th, 2019

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
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8/20/2018	2	Revision 2.3 Edited document - Final	M. Weinmann
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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
6/20/19	5	Revision 5.0 – Edited to include reference to data sharing agreement, clarify the role of Executive Committee Chair and remove references to the Chief Education Office	B. Tate
3/9/22	6	Revision 6.0 – Updated roles and responsibilities and organization of Executive Committee and data partners	B. Tate
6/22/22	6.1	Revision 6.1 – Edits to Executive Committee structure based on feedback from Committee members	B. Tate

OREGON SLDS GOVERNANCE CHARTER

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 and to carry out the requirements of the Statewide Longitudinal Data System Data Sharing Agreement. 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. All SLDS governance committees and subcommittees are decision-making bodies that will determine the goals and objectives of the SLDS as well as the policies and processes used for day-to-day management of the program. The SLDS Governance Charter shall be administered in a manner consistent with the requirements of the Statewide Longitudinal Data System Data Sharing Agreement.
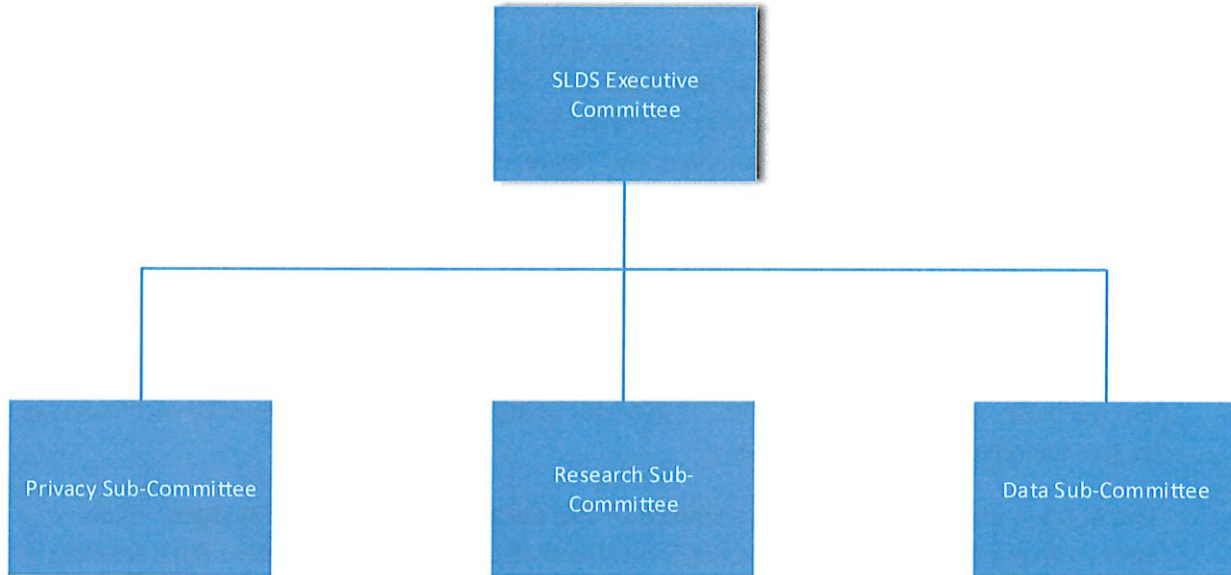
2. SLDS GOVERNANCE ROLES AND RESPONSIBILITIES:

Overview

This section provides the organizational framework for the SLDS governance committees and defines roles and responsibilities. The data partner agencies (see Attachment A for list of data partners) will participate in the SLDS Governance structure. The Executive Committee will set the mission, vision and values of the SLDS 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.

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. Approve data to be shared in support of the goals and objectives
   e. Review and approve all policies and processes used to manage the SLDS and the data sharing process
   f. Develop subcommittee tasks and assignments
   g. Approve new data partners
   h. Approve subcommittee decisions 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 quality 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

Core Members and Participating Members

The SLDS has defined its core focus as the experiences of students as they go through the K-12 system and on to postsecondary and the workforce. Because of this focus, the Department of Education, Higher Education Coordinating Commission and the Employment Department are considered core members of the SLDS Governance structure. Additional agencies (see Attachment A for full list of agencies) that are added to the program by the SLDS Executive Committee will be considered participating members. The Executive Committee may add future agencies as core members.

Agencies may choose not to participate in the SLDS Governance structure or only participate on specific subcommittees. Agencies who choose not to participate or partial

participation will not be represented on the SLDS Executive Committee. These agencies will have the opportunity annually to change their membership status on all committees.

Regardless of membership status, all OLDC products require the review and approval of all agencies whose data is involved prior to initiation.

Executive Committee

The SLDS Executive Committee will be made up of all three core members and no more than two participating members. The Executive Committee will be made up of the agency heads or their designees. The Executive Committee will elect a chair every two years. The Chair will be a voting member of the committee and be tasked with facilitating the meeting as well as resolving any split votes or disagreements. 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. Unless elected as the chair of the Executive Committee, the Chief Data Officer from the Office of the State CIO and an Education Policy Advisor from the Governor's Office will have non-voting representation on the Executive Committee.

Sub-Committees

All partner agencies will be asked to 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 bi-monthly.

The SLDS Team will provide scheduling and logistic support for all governance committee and subcommittee meetings.

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

If a committee or subcommittee member is unable to attend a meeting, they need to select a delegate with decision-making ability to represent them. If they are unable to send a representative, they agree to abide by the decisions of the committee or subcommittee unless there is a compelling reason to discuss those decisions.

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 and agree to abide by the **Oregon SLDS Governance Charter**.

Attachment A
SLDS Data Partners

Executive Committee Chair (if not one of the data partner agencies)	Oregon Department of Education (ODE)
By: Kathryn Helms *Kathryn Darnall Helms* Title: Chief Data Officer Date: August 10, 2022 Address: 550 Airport Rd SE Salem, OR 97301 Phone Number: 971-332-0679	By: Colt Gill Title: Director Date: August 8, 2022 Address: 255 Capitol Street NE, Salem, OR 97310 Phone Number: 503-508-4935
Higher Education Coordinating Commission (HECC) By: *Ben Cannon* Title: Executive Director Date: August 22, 2022 Address: 3225 25th Street SE Salem, OR 97302 Phone Number: (971) 273-9222	Oregon Employment Department (OED) By: Title: Acting Director Date: August 8, 2022 Address: 875 Union St NE, Salem, OR 97311 Phone Number: 503-947-1477
Teacher Standards and Practices Commission (TSPC) *Anthony J. Rosilez* Title: Executive Director Date: August 16, 2022 Address: 250 Division St NE, Salem, OR 97301	

Phone Number: (503) 378-6813