

Utah Data Research Center Advisory Board Meeting - Minutes

Tuesday, September 5, 2017

1:00 p.m. to 2:00 p.m.

DWS Admin South, Room 157A – Salt Lake City

- Board:** Carrie Mayne, Dave Woolstenhulme, Kimberly Henrie, Marc Babitz, Scott Jones
- Excused:** Dave Woolstenhulme and Marc Babitz
- Staff Support:** Gail Tilson
- Attendees:** Zachary Barrus, Wu Xu, Bethany Hyatt, Jeremias Solari, Collin Peterson, Allison Stapleton

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Welcome	Welcome and Introductions – Carrie Mayne, Board New hire to the UDRC team is Allison Stapleton. UDRC org chart has been created.	Minutes were approved.
Approve Minutes	Motion carried to approve minutes.	
Technical Update	Update on Data Variables (Jeremias): Initial meeting with all of the agencies went really well. We have since received a definition for the data variables from USHE, USTC and UDOH. We’re waiting for USBE to send a response. As far as business tech is concerned, we had a meeting with USHE and one of the take-aways was to communicate a database back-up file and that has been completed. Met with USTC – not complete; UDOH – upcoming meeting on the 6 th ; USBE – still waiting for the data variables. We’re making good progress.	Jeremias will send an email to Aaron requesting information.

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Research Agenda	<p>Update on Data Transmission (Collin):</p> <p>Three separate meetings have been held: data variables, data transmission and one for the research agenda.</p> <p>Jeremias handed out the draft research agenda. There will be more to come as far as finalizing it goes. Kimberly asked if, going forward, we will be looking at a research agenda that will be more beneficial to agencies across the board.</p> <p>December 1st is the deadline to present the research agenda to the legislative committee.</p>	<p>We are proposing web service for all partners. Once the web file is available, we can utilize the information.</p> <p>We want to make sure the agencies have input into the research agenda. Some of the ideas used came from USHE designers. We will also be using input from more than just the internal agencies to UDRC, so that should also open up the breadth of the research.</p> <p>UDRC is working with Kathy Bounous to get on the November Education Interim Committee agenda.</p>
Status of MOU	<p>Collin received a draft MOU from our contracts team last week and is reviewing and updating it. He will get it out as soon as possible for everyone's review.</p>	<p>Some agencies will need to send this through their AG's office.</p> <p>Collin will seek feedback from each partner individually rather than meeting as a group. We will either have another meeting or a conference call to go over</p>

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Public Comment	<p>No public comment</p> <p>Next meeting: Tuesday, November 7, 2017 at 1:30 p.m.</p> <p>Meeting adjourned.</p>	any problems.