

P-20W SchoolWorks Governance Meeting Minutes 4/5/16

Meeting Attendees: Karl Pond, John Riley, Sandra Williams, John Pruitt, Tom West, Dan Cohen-Vogel, Cecilia, John Correllus

1) Project Update

a) Status Report Update: Connectivity Update:

- i. **DPI:** Have connectivity/ Web services up but not Operational. DIT issue. Must upgrade in order to have connectivity again. Security protocol established for all sectors. SSL version 3 (single socket layer) to TLS version 1.2 once it's up it will have secure activity.
Next steps: CEDS Document is now sufficient for testing. Need to QA CEDS to update for full alignment.
- ii. **NCCCS:** Have connectivity/ Communications up & Operational. Another CEDS consolidated download has been requested. This will capture Student UID from NCCCS.
Next steps: Implement Standard Security Protocol—Web Services. SFTP as opposed to SSL. Need to QA CEDS to update for full alignment.
- iii. **UNC-GA:** Have connectivity/ Communications up & Operational.
Next steps: Implement Standard Security Protocol—Web Services. Need to QA CEDS to update for full alignment. (Including Student UID field).
- iv. **NCICU:** no connectivity/Communications needs to be established between the Broker and NC-ICU.
Next steps: Working on DR Services—then Web Services. Implement Standard Security Protocol—Web Services. Need to QA CEDS to update for full alignment. Needs NCID sponsorship—administrative functionality.
- v. **NCDOC/GDAC:** Communications needs to be established between the broker and NC Doc/GDAC. De-identification analysis underway.
Next Steps: Need to QA CEDS to update for full alignment. Working with DPI (Karl Pond) to determine rules to resolve UID non-matches.
- vi. **ECIDS:** Communications needs to be established between the broker and ECIDS.
Next Steps: Need to QA CEDS to update for full alignment.

b.) Email Notifications: Project Manager sent notices to each sector requesting both contact person and contact information for those individuals who will be fielding emails once a data request has been submitted. Example of email to be sent to Data Requester after he/she has completed a DUP was part of Project Manager's Report. Language needed for each potential email generated. DPI (Project Manager and Governance Coordinator) working together with SAS on it.

- A. **CEDS:** Reported concern with matching mainly to our records in CEDS. This is to be corrected in the next release of CEDS. Concerns remain on what has been submitted to CEDS and what will be returned. Still looking at a 2 week turnaround.
- B. **NCID:** NCIDs have to be administered. NCICU requested that NCDPI sponsor them. Approximately 90 IDs would need to be maintained. Suggested topic for discussion at the next meeting.

c.) Standard Return Messages:

Standard Communications Protocol:

1. NCCCS – will use the SFTP protocol

2. NC-DPI, UNC-GA, NC-ICU, ECIDS will all will use TLS v1.2 protocol

P20W System E-mail notifications:

1. Collected a list of Names and e-mail addresses for each Partner Entity for the roles
 - a. Requestor
 - b. ACM
 - c. Administrator
2. Each of those names will be associated into the P20W Broker for use by Zach
3. Names and e-mail addresses for ECIDS still needed

2) UID Licenses and Payments: Copies of a proposed agreement with eScholar and contract were given to each of the sector members: DPI will not be making payments to cover all the sectors. Renews every July 1st. The contract is available for review by legal staff. Any one or all agencies involved in UID process can sign. Payment will be between each partner and vendor.

3) Sustainability Discussion:

Discussion was suggested concerning the support of NC SchoolWorks past the grant ending date of June 30, 2016. It was agreed that no discussion of placement of positions or descriptions would take place.

Original plan in proposal to USED was each Partner would retool staff to work in unison to support the final product. This solution has become problematic for numerous reasons specific to the partners.

It was suggested that two time limited positions be created to support and maintain the system, possibly System Administration (Business) and Programmer would allow the system to function and gather data on the optimum number of support positions.

After discussion it was decided that the 'ask' would be for two recurring positions.

Discussion then followed about the additional cost be incurred by the IHEs. It was proposed that NC SchoolWorks request funds to cover the IHE costs for the UID system. A vote was held on the following proposal:

Two recurring positions and additional budget to cover the UID costs for the UNC-GA, NCCCS and NCICU partners.

It was passed unanimously.

UNC-GA (Dan Cohen-Vogel): yes

NCCCS (Saundra Williams): yes

NCICU (Tom West): yes

DPI (Karl Pond): yes

NCDOC (Cecilia Holden): yes, show of support

GDAC (John Correllus): yes

ECIDS (John Pruitt): yes

Motion carries for the monies for UID. And motion carries to ask for 2 recurring positions that are not time-limited.

NCDPI will make official request of the Governor's Office.

4.) MOUs/ Budget Discussion: MOA, Destruction Document, and Confidentiality Agreements: These 3 documents were redistributed to each of the Governance members with the expectation that each member would share it with his/her sector attorneys for approval, suggestions, revisions, etc. Once the final version of each document has been made, the documents will be integrated into the P-20W SchoolWorks system to be automated with the requests made to the system. The Project Director would like to have these credentials in place before the June 30th launch date.

Meeting adjourned at 2:30pm.