



Agenda

December 22, 2014
10:00 A.M. – 12:00 P.M.
IGCS Conference Room 2
302 W. Washington St.
Indianapolis, Indiana

- I. Call to Order
Roll call and determination of quorum.
- II. Chair's Welcome and Report
Welcome members and approval of the minutes.
- III. Opportunity for Public Comment
Members of the public will be allowed to give comment generally or on agenda items.
- IV. Approval of Data Governance Resolution
Wrap up the data governance discussion from previous meetings and adopt a resolution, including a data request workflow and requirements of data sharing agreements.
- V. Interagency Data Sharing Agreement
Continue the discussion on an interagency data sharing agreement between the source agencies and INK and provide updates on the proposed agreement.
- VI. Approval of Research Agenda Development Resolution
Wrap up discussion on the agenda framework, research categories, and questions. Adopt a resolution charging staff to create a research agenda based on the framework and create reports.
- VII. Memorandum of Understanding with IBRC
Discuss entering into an MOU with the IBRC as a research partner and contributor of data.
- VIII. Staff Updates
Procurement update, SLDS site report updates, communications plan and best practices.
- IX. Adjourn
Next meeting of the INK Governance Committee will be January 21, 2015 at 10 A.M. in IGCS Conference Room 1.

Synopsis of INK Data Request Workflow

Upon submission of a fully completed data request, the workflow begins by determining if the request falls within INK's jurisdiction. Data requests that are single sector will be referred to the appropriate source agency, at which point the process terminates.

A cross-sector data request will continue through the process beginning with notification of all the partner agencies (not just the source agencies). Following notification, the request will be researched by the relevant source agencies and INK staff. Thorough analysis will allow the INK Executive Director to evaluate the request for precedence. If precedence exists, the INK Executive Director will render disposition consistent with the precedence (approved or rejected). If the request is novel and there is no precedence, INK staff will gather input from the relevant stakeholders and agency leads to create a comprehensive staff recommendation for the INK Governance Committee's review. The Governance Committee will consider the recommendation and decide the outcome (approved or rejected) which will establish precedence for similar future requests.

If a request has been rejected, the INK Executive Director will notify the requestor and include the rationale.

If a request has been held pending further review, the INK Executive Director will conduct additional analyses and gather input from stakeholders (including the Governance Committee) to facilitate a final disposition (approved or rejected).

If a request has been approved, it will be fulfilled consistent with the data governance policy adopted by the Governance Committee. Data sharing agreements will be executed and filed. The data requestor will conduct the analysis or research and submit the draft report to the INK Executive Director *prior* to disclosure. The INK Executive Director will work with the partner agencies to review the report and ensure privacy is not compromised. The INK Executive Director and partner agencies have thirty days to review for final disclosure. If a report has not been approved for final disclosure, the source agency must provide the data requestor with specific feedback to correct the report for publication. At this stage, the INK Executive Director and partner agencies have the ability to ask the Governance Committee to intervene if necessary to address questions of policy and provide guidance. Once all concerns have been addressed and the report updated accordingly, the report may be approved for final disclosure with proper attribution to INK. The process terminates upon approval for final disclosure.



Resolution to Develop a Research Agenda

A resolution developing a research framework and establishing staff roles in creating an agenda.

Whereas, Indiana Code 22-4.5-10 requires INK to effectively organize, manage, and analyze data to improve Indiana’s education and workforce system and maximize economic opportunity;

Whereas, Indiana Code 22-4.5-10-5(a) requires the Indiana Department of Education, Commission for Higher Education, the Department of Workforce Development, and other relevant state agencies to submit education and workforce data to INK (hereafter “Source Agencies”);

Whereas, Indiana Code 22-4.5-10-6(b)(6) requires the INK Governance Committee, working in collaboration with the INK Executive Director to establish the policy and research agenda for INK;

Whereas, the Indiana Career Council established by Indiana Code 22-4.5-9 has adopted a strategic plan that charges INK to measure short- and long-term outcomes;

Whereas, Indiana Code 22-4.5-10-8 charges the INK Executive Director with daily administration of INK, including working with state agencies and the Governance Committee;

Whereas, the Source Agencies are experts at understanding and representing their own data.

Now therefore, be it resolved:

- (1) The Governance Committee adopts the following research framework as a foundation to the research agenda.
 - a. Access
Do Hoosier students and workers have access to appropriate education and workforce development programs and how does access vary?
 - b. Alignment
Is Indiana’s education and workforce development system meeting the needs of students, workers, and employers and how does alignment vary?
 - c. Innovation
Does Indiana have adequate capacity promote and measure innovation?

- d. Outcomes
Does Indiana's education and workforce development system improve the success of Hoosier students and workers and how do outcomes vary?
- e. Return on Investment
What are the results of Indiana's investment in the Hoosier education and workforce development system and how do results vary?

(2) INK staff will do the following:

- a. Work with agencies and other stakeholders to identify relevant sub-questions necessary to fulfill INK's statutory requirements and incorporate them into the research agenda
- b. Identify relevant measures from the Indiana Career Council's strategic plan to and incorporate them into the research agenda
- c. Post the research agenda online and update it as necessary
- d. Discuss the research questions provided to the INK Governance Committee and vote on the 2 questions that will be used for the first two reports.

APPROVED:

ATTEST:

William McConnell, *Chair*

Jeffrey D. Hudnall, *INK Executive Director*

DATE:
