

NPWR Advisory Committee

MEETING MINUTES

P-20W Research Data System Advisory Committee Meeting

Meeting is subject to the provisions of the Nevada Open Meeting Law – NRS 241.020

Name of Organization: Governor's Office of Workforce Innovation for a New Nevada (OWINN) - P-20W Research Data System Advisory Committee

Date and Time of Meeting: February 12, 2018 at 10:30 A.M.

Place of Meeting: Nevada Department of Education
Silver Ore Conference Room
700 E. Fifth Street; Carson City, NV 89701

Committee Members Present: Mary Harmon, Linda Heiss, Glenn Meyer

Others Present: Dan Boersma (DBDriven), Craig Gilmore (DBDriven), Paulo Dorado (DBDriven), Will Goldschmidt (DBDriven), Eric Eakin (NDE), Tuhin Verma (NDE), Russ Keglovits (NDE), Alessandro Capello (DETR)

**Please note that not all attendees may be listed above.*

I. CALL TO ORDER & WELCOME
Zachary Heit, Senior Economist, OWINN

Zachary Heit: Meeting called to order at 10:30am. Welcome everyone. For those that may not know me, I am Zachary Heit, Senior Economist with the Governor's Office of Workforce Innovation (OWINN). This will be the first meeting for the P-20W Research Data System (NPWR) Advisory Committee, which was created by SB458 that passed during the last legislative session. I would like to welcome everyone to the first meeting to discuss the NPWR data system. We will start with a roll call for agenda item two.

II. ROLL CALL - CONFIRMATION OF A QUORUM
Zachary Heit, Senior Economist, OWINN

Zachary Heit called roll and confirmed there was a quorum present.

III. VERIFICATION OF PUBLIC POSTING
Zachary Heit, Senior Economist, OWINN

Zachary Heit affirmed that the notice and agenda for this February 12, 2018, P-20W Research Data System Advisory Committee Meeting were posted according to Nevada's Open Meeting Law pursuant to NRS. 241.020.

IV. PUBLIC COMMENT(S)

(Public Comment will be taken regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. A time limit of three minutes will be imposed. Public Comment #2 will provide an opportunity for public comment on any matter within the Committee's jurisdiction or advisory power.)

The first public comment session was announced by Zachary Heit, and after reading the statement above into the record, the public was invited to speak. No comments were made. Hearing none, Mr. Heit closed the session and proceeded to the next agenda item.

V. REVIEW OF DUTIES AND RESPONSIBILITIES OF THE P-20W RESEARCH DATA SYSTEM ADVISORY COMMITTEE (Information/Discussion)

Zachary Heit, Senior Economist, OWINN

Zachary Heit: I wanted to provide a quick review of SB 458 and how it describes the duties of this NPWR Advisory Committee. Section 3 defines the composition of the members of the committee. The three members designated to the committee are the State Superintendent of Public Instruction, the Chancellor of the Nevada System of Higher Education, and the Director for the Department of Employment, Training and Rehabilitation or their designees. Each of those members has designated their representatives to the committee and they have the ability to nominate additional members for consideration by the Governor to the committee. Section 4 of SB 458 describes the duties of the NPWR Advisory Committee. From Section 4.1, one duty is to develop and oversee a state longitudinal data system (SLDS) that links data relating to early childhood education programs and K-12 public education with data relating to postsecondary education and the workforce in this State. From section 4.2; develop a plan for collaborative research using data from the SLDS developed pursuant to section 4.1. From section 4.3; advise and assist the Nevada System of Higher Education, the Nevada Department of Education, and the Department of Employment, Training, and Rehabilitation in:

- a. Applying for and obtaining grants of money for the operation of the SLDS
- b. Budgeting for the operation of the SLDS
- c. Proposing legislation relating to the SLDS
- d. Matters relating to any contract for any services necessary for the operation or utilization of the SLDS

There is also SB 516, which was also passed during the 2017 legislative session that moved responsibility for the oversight of the SLDS from the P-20W Council to the Executive Director of OWINN. I have been designated as the point person responsible for helping administer and supporting the NPWR Advisory Committee. I now open up for discussion or questions on the duties of the committee. If not, we will move on to the election of a chair and vice chair.

VI. ELECTION OF A CHAIR AND VICE CHAIR (Information/Discussion/For Possible Action)
Zachary Heit, Senior Economist, OWINN

Zachary Heit asked for a motion to elect a Chair to the P-20W Research Data System Advisory Committee.

Glenn Meyer motioned to elect Linda Heiss as Chair for the P-20W Research Data System Advisory Committee, which was seconded by Mary Harmon. All were in favor and the motion carried unanimously.

Mary Harmon motioned to elect Glenn Meyer as Vice-Chair for the P-20W Research Data System Advisory Committee, which was seconded by Linda Heiss. All were in favor and the motion carried unanimously.

VII. NOMINATION OF ADDITIONAL MEMBERS FOR CONSIDERATION BY THE GOVERNOR TO BE APPOINTED TO THE COMMITTEE (Information/Discussion/For Possible Action)
Chair

Zachary Heit: This agenda item is for the committee to nominate additional members to be considered for appointment to the Committee by the Governor. I think as we start working on data partner planning and potentially add new agency or data partners to the NPWR system, this committee may consider adding new members to the committee. In addition, the committee may want to consider nominating individuals to add to this committee who are necessary in advising and supporting the NPWR system and are currently not included.

Linda Heiss: I think that is a good idea as people come on board.

Glenn Meyer: I think we would want someone to head up that research agenda project or committee so that there is someone with more research background or experience than just us three. Not that any of the members lack that expertise, but it might be helpful to have additional people to help support that task.

Zachary Heit: If there are names to consider in the future, I will be able to help communicate that between the committee members for future meetings.

No action was taken on the agenda item.

VIII. NPWR STATUS UPDATE (Information/Discussion) (9:35 on recording)
Will Goldschmidt, Project Manager, DBDriven

Zachary Heit: Will Goldschmidt, the Project Manager for DBDriven is here to provide an NPWR status update.

Will Goldschmidt: Good morning, everyone. It is good to be back and see all the familiar faces. We'll be going through our quarterly status update and answer any questions. Let's just jump right into it. Here is the agenda for the week and the purpose of why we are here. So today, we

are going through the status update, cost schedule, and performance. This is the schedule for visualization project reviews for each report.

Today, I would like to provide a budget update, walk you through maintenance and operations activities, talk about the status on deliverables, and open the floor for questions.

For budget, let's start with T&M. There is an amount of money that has been allocated for T&M activities through a contract amendment. However, the Board of Examiners has not yet approved it yet. That meeting is tomorrow. We have been informing T&M work in support of the PowerBI reports that support visualization updates to current NPWR reports.

Mary Harmon: Where are we at for time?

Will Goldschmidt: In general, for T&M, for the work we have done we're right on target. We are on time. We're in a good place fiscally.

For the FFP portion, is of course right on track, because it's firm-fixed price, it's billed every month. We are basically through month seven of the contract with five to go in this fiscal year. Questions on the budget?

Will Goldschmidt: All right, so we've been busy. We've delivered a total of four reports for this fiscal year. Two are PowerBI reports, the ACT Benchmark and Average Wage reports. We are actively working on three reports: Wage by Education Level, Remedial and Development, and Most Common Degree, and CCR is really close. We did not complete any change requests last month. System uptime across the period has been just under 100%. In our monthly status reports, we identify the total system uptime and downtime. If we exclude the amount of time we planned to be down, we are at 100%. So we have had no unplanned outages. Of course, we have planned outages where we run system maintenance and run patches against the servers, patches against the software. We do all that. If we include the time we brought the system down to execute those updates and monthly patches, maintenance and operations, we were at 99.63%. Which is well within the service level agreement in place with Nevada. We could go all the way down to 99% and still be ok.

A number of bugs and issues were closed and resolved. The biggest issue we dealt with was Linda's Education Outcomes Report. We has issues with the Education Outcomes Report. We have processed the 15-16 school year data. Updated the bug that we had on the Education Outcomes report. Then added the original course name to the view we had exposed for Sarah and Linda to look at where the data is linked together. What we owe to you are the PowerBI mock ups, which we have prepared for this week. We want to walk you through all the reports, show you where they are based on what was presented previously. Then we will process all your change requests.

Critical path items. T&M approval is tomorrow. We would like an update on the onboarding schedule. There is a section later in this report for that. Data changes which we have a meeting scheduled for. We are singularly focused on the Power BI reports in addition to the regular O&M that we provide to the system. The rest in pretty simple. I'm going to walk through the changes

to the NPWR website. I'm going to walk through the color palette for the new Power BI reports. That slide is coming up. Overall, we are in good shape. We are on budget for our planned activities. We are on schedule for our planned activities. Definitely within the margin of error. We are producing the Power BI reports. Reports three and four and ready to go. We are just waiting on BOE for approval for that.

Any questions about what we've done and where we're at? No questions. All right.

Here's where we're at with each of the reports. ACT Benchmark and Average Wages are done and in production. Wage by Education Level and Most Common Degree by Industry are really close to being done. We want you to review them, but we think they're really close to being done. Then the rest haven't been started, but we're still confident we can have all the reports done by the end of the fiscal year.

Ok. Let's talk about the Power BI reports review process. What I would like to do going forward...is because these reports are going to be coming at you fast and furious for the next couple of months...we have opened up the test environment so that you do not have to VPN into the network to access the test environment. Then what we will do is send you links to the test environment to review the reports as we post them. Then you can review the reports and we'll give you a period of review, about three to five days, and then collect all the feedback.

What we would like to do is come up with a process for how that feedback is collected. We can have review meetings on a call or we can collect the feedback through email, combine all the information received from everyone, and distribute all the comments and feedback.

Linda Heiss: I like the idea of the review meetings. I like having the conversation, that way stuff does not get misinterpreted.

Will Goldschmidt: I like that too. You know I'm not opposed to having a meeting. My only concern is that when we send out the notice for the review that the review occur in about two days after. Otherwise I am a little concerned that we'll send out the review and we'll have the meeting two or three weeks later. If that happens, we will fall behind schedule and we will not be able to finish. How many days do you think you will need to review?

Mary Harmon: Does it depend on the report?

Will Goldschmidt: Some reports are bigger than others.

Mary Harmon: So I was thinking that when the report is released, provide a number of days you think it will take to review.

Will Goldschmidt: In my opinion, if a report has one page of visualizations, it should not take no longer than three days for review. If it has two pages, you can double that. Right now, I don't think anything has more than one page of visualizations. So, if a report has one page it can be three days for review, and two pages we could go a full working week. Does that work for everyone?

Linda Heiss: Yes.

Will Goldschmidt: I think that is a pretty good pace.

Ok. Let's talk about some changes we are making. Up in front of you are some screenshots of the public facing website. We are going to begin incorporating more information on OWINN on the website. We have included the OWINN logo and more of their colors. There is an OWINN image link to their website. We have inserted a section with information on OWINN. We have descriptions there. In addition, for the partners, we have logos as links for each agency website. If you want that to link to something specifically, like a page that has your reports or more information, we can make that link what you want. This way, we are letting those people that go to the website clearly know and clearly understand that these are the agencies that are partnering in the system. So, that's the beginning of the changes.

Linda Heiss: On the bottom of the page where it says "Resources that Leverage the NPWR Data", does it say Career Path Nevada?

Will Goldschmidt: Yes.

Linda Heiss: Ok. The other thing is that NSHE is developing dashboards and we have a special dashboard site on the NSHE website. It might be good to link to that as well.

Will Goldschmidt: We can absolutely do that and we'll make those changes.

Glenn Meyer: We would also like the Nevada Report Card and a different logo on there as well.

Will Goldschmidt: We can do that. Just send the information and the web address over and we can add that as well.

In addition to the changes to the website. You may have noticed with the ACT Benchmark Report we have flipped around the color scheme of the public facing reports.

Mary Harmon: Are these colors ADA compliant?

Will Goldschmidt: These colors are directly off of the OWINN website.

Mary Harmon: From the perspective of DETR and the rehabilitation side of things, we have a lot of system in the state that are not ADA compliant.

Will Goldschmidt: The reports themselves are ADA compliant. Because every piece of information on the screen can be read with a text reader. Therefore, when you hover over the visualizations, you can either read it directly or have it read by a text reader. The tool tip will display and the screen reader will read that information.

Mary Harmon: I just know that the colors for people who are visually impaired is an issue too.

Will Goldschmidt: That is true, but my understanding is that with colors, if that is the only way you can see the information, then you are restricted. But if you are presenting that same information through tool tips or something that can be read by a screen reader, then the colors do not matter. What you cannot do, is present information in way where someone that is color blind or visually impaired has no way of being able to read it. That is why we use the tool tips to identify the information that is contained in each one of the visualization.

Mary Harmon: That's an interpretation. All we need to have happen, is have an attorney come in that wants to file a suit, and everyone is sitting around saying "Why didn't we just make the colors XYZ." There is a website that tells you the hex code color and whether they are ADA values are that they consider compliant. At DETR, we had to go through and change things in our system. We had a vendor told us that these are complaint and it's what we have used in other states. And it turned out they were not complaint and we had to go back and change things. You might want to do due diligence on it.

Will Goldschmidt: I hear you. We will look at the colors to make sure they are compliant.

Moving on. Some miscellaneous items. We are still waiting for the MSDN licenses. We would also like an update on data partner onboarding. Tuhin, perhaps you could provide an update on that?

Tuhin Verma: I can provide an update on that. So, we did one TIR. The second TIR is linked to all the onboarding agencies. So, the TIR has to go hand in hand with when we know DMV can be on boarded. Because you don't want to complete the TIR and go before the IFC, then find out that DMV is not going to be on boarded for whatever reason. That TIR is almost done. It's the second amendment to the TIR. As soon as it is done, we will try to find out if we can sign up with the SSA as a data partner. There is a form we have to submit to SSA that should allow us to share information with other agencies.

Will Goldschmidt: Is that specifically for the DMV data?

Tuhin Verma: DMV has mentioned that if you become a partner with SSA, then they do not have a problem giving you the data. That's one approach.

Mary Harmon: What specifically? Because SSA has five or six different data sharing things that you have. So, we have what is called UIQ, the unemployment insurance query, that goes out and validates date of birth and SSN combination with the name.

Tuhin Verma: We do not know, because they are not a collector of SSN. In DMV's case, they are a collector of SSN. For DETR, you are a collector of SSN. So you collect those SSNs are you have an obligation to protect those however you protect those in your database. In OWINN's case, they do not collect any SSN. They will use SSN for the matching purpose within NPWR. So we'll have to do some digging to see what kind of partnership we'll need with SSA so they'll know that we can get data from other partner agencies.

Mary Harmon: Ok. There are other types and for each one of them that we have to do an interface with, there is all kinds of documentation you have to fill out. SDPs, they have an on-site audit. They are coming at the end of June supposedly, to audit various agencies that have SSA data. We get DMV data because it is in NRS for fraud detection. The Department of Labor and SSA have partnered to allow states to do that. We also get SSA data on disabilities because of the rehabilitation side of the house. And we cannot re-disclose the DMV data because there is no NRS backing it up and there is a re-disclosure in our contract with them.

Tuhin Verma: We will setup a meeting with DMV in a couple of weeks and present the information we have.

Will Goldschmidt: Does this impact ETPL and Adult Education?

Tuhin Verma: No. But it does impact the way we proceed with contract amendments and the TIR process.

Zachary Heit: Now, I think it is best to proceed with including all three together. Based on the information I have received regarding contract approval and that process, it is best to amend the contract for this work all at once. We already have an amendment to the original contract, and if we amend it again for on boarding work, it would be more efficient to include all three datasets at the same time. That may change based on the timeline with becoming a data partner agency with the SSA, but at the moment, I think it's best to proceed with all three proposed data partners being included in one amendment process. If it turns out that the timeline is longer than projected, then we can always proceed with ETPL and Adult Ed while we wait for the process on DMV data.

Linda Heiss: NSHE has produced five dashboards now. There is a dual enrollment report. This was a big legislative issue in 2017 and we think it's going to be one again. It looks at all the kids in high school that are dual enrolled in college level courses, by high school, by institution, looking at their persistence rates, their remedial rates, comparing groups that took dual enrollment and didn't. There's like kids who complete two years of college just through dual enrollment. Then we've done a teacher education dashboard that is going live this month. So, we're looking at teacher preparation, how many teachers NSHE is graduating, how many are getting employed in Nevada and working. We're hoping to get the licensing data from NDE so that we can tell which ones are coming from NSHE. Then we're doing a college readiness dashboard with ACT averages for high school kids based on diploma type, because of all the changes to diploma types. We're also taking workforce projections by region and linking them to NSHE graduates by region. That way we can see regionally where NSHE is producing program graduates how many are staying, how many are still needed, how many NSHE is overproducing.

Zachary Heit: All those programs sounds great and I'd be interested in looking at all of those.

If there aren't any other questions or comments on this agenda item, we can move on to the next agenda item.

IX. DATA ON WORK-BASED LEARNING PROGRAMS (Information/Discussion)

Zachary Heit, Senior Economist, OWINN

Zachary Heit: OWINN was awarded a grant by the National Governors Association (NGA) to explore and expand work-based learning (WBL) programs in the state. It is a policy academy type of grant where NGA's Center for Best Practices provides technical assistance and allows states apart of the grant to network with one another and learn from each other's experience. I am a part of the core team on the grant to work on the data and measurement piece of the WBL project. This includes gathering baseline information on what programs and how many exist in the state currently. Work-based learning is defined by the NGA as a program that provide various work and career experiences to students where they can apply and develop employability and technical skills that support success in careers and post-secondary education. Work-based learning activities culminate in an assessment and recognition of acquired knowledge and skills. I think four examples that are the most prevalent forms of WBL are apprenticeship, career exploration, pre-apprenticeships, and internships. The question that I have for the committee is if you are aware of any WBL programs and/or data that exists within your agencies? How many programs you might have? What type of programs are they?

Will and his team have already had the opportunity to meet with our State Apprenticeship Director and Manny Lamarre of OWINN to discuss including available apprenticeship into NPWR. So there might be an opportunity to gather data on one of the major WBL components.

Linda Heiss: I know our community colleges specifically were working on developing a policy for awarding military credit for experience or work, and I would need contact the institutions. They may gather that information at the institutional level, but that isn't something currently housed in our warehouse, but we can ask them what kind of information they do collect.

Zachary Heit: Glenn do you know of anything at NDE, because Dawn Burns is on our core team as well, as she seemed to think there was a recognized course called work-based learning or a course that had components of work-based learning. Do you know if there's a breakdown of how many students in the state take that course? It may depend on the progress of the Infinite Campus rollout.

Glenn Meyer: Yeah. We've kicked this around a little bit in the Infinite Campus board meeting, because we know it's coming. There is not a specific workforce learning course, but there are courses that are considered eligible for workforce learning, like those dual credit courses, internship courses. Those are the courses we're looking at and figuring out how to identify them. We haven't come to any conclusions just yet. We've just starting to have that discussion because we know these talks are going on.

Zachary Heit: Yes. I think one thing that will come up in those discussions, or should, is the identification of those programs should be applied consistently throughout each district. Also, making sure that the definition of a WBL program or course is applied consistently.

Glenn Meyer: Absolutely. That's where the validation of the program has to be done by somebody. That the system won't do that, and it has to be policed somewhere outside the system.

We can try to identify anomalies in the system. But without actually auditing that course, the identification is dependent upon those inputting the information into the system.

Zachary Heit: So, I just wanted to put this question out there and get this topic on your radar. This isn't a question that has to be answered today or by this committee. I can contact you or someone you recommend to find out more information about the existence of WBL programs and data at your agencies. That may be more helpful.

- X. PUBLIC COMMENT (Information/Discussion)
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No public comment was given.

- XI. ADJOURNMENT (Information/Discussion)
Chair

Meeting adjourned at 11:37am.