

OLDC Governance Charter

For Utilizing Oregon's Statewide Longitudinal Data System



OLDC

**OREGON
LONGITUDINAL DATA
COLLABORATIVE**

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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	1.2	Draft revisions	M. Weinmann
7/25/2018	2.2	Revision 2.2 Edited document	M. Weinmann
8/20/2018	2.3	Revision 2.3 Edited document - Final	M. Weinmann
10/09/2018	2.4	Revision 2.4 – Edited OED paragraphs - Final	M. Weinmann
11/2/2018	3.1	Revision 3.1 – Revised document	B. Tate
11/5/2018	3.2	Revision 3.2 – Edited document based on feedback	B. Tate
11/15/18	3.3	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
11/7/22	7.0	Revision 7.0 – Replaced SLDS language with OLDC and updated program purpose statement	B. Tate
10/1/24	8.0	Revision 8.0 – Replaced Data and Privacy subcommittees with the SLDS Data Operations committee. Reformatted with new OLDC branding	B. Kenison

Table 1: Document Revision History

Governance Overview

Introduction

The Oregon Longitudinal Data Collaborative (OLDC), which is the home to 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 OLDC 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 OLDC manages the SLDS which is a tool which allows 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 program conducts cross-sector research examining the impact of education programs, policies, and investments to help individuals and communities in Oregon thrive.

The agencies that provide data to the SLDS through a data sharing agreement become a data partner and will govern the OLDC. These data partner agencies define the purpose, goals, and objectives of the tool in alignment with the overall direction set by the Governor and Legislature.

The OLDC is not the authoritative source of the data contained in the SLDS, nor perform any data collections. Each agency that provides data to the OLDC retains status as the authoritative data source and owner.

Purpose

The purpose of OLDC governance is to establish a framework 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 OLDC program operates as a shared service between the data partner agencies and is guided by the collective and not any individual data partner. The projects, priorities and final approval are determined by the interagency OLDC Governance structure. While the data partner agencies are involved in the governance provide approval, the OLDC conducts its research and determines findings and develops recommendations as an independent program.

The intent of the OLDC Governance Charter is to establish a standardized approach to developing and implementing the processes and procedures that govern the OLDC and to carry out the requirements of OLDC Data Sharing Agreement. It is intended to give a perspective on how the OLDC is organized, to provide definition and structure, and direct the key functions and processes that will drive the operations of the OLDC. All OLDC governance committees and subcommittees are decision-making bodies that will determine the goals and objectives of the OLDC as well as the policies and processes used for day-to-day management of the program. The OLDC Governance Charter shall be administered in a manner consistent with the requirements of the OLDC Data Sharing Agreement.

Committee Structure

Overview of Committee Structure

This section provides the organizational framework for the OLDC governance committees and defines members' roles and responsibilities. Each data partner (see Attachment A for list of data partners) will participate in the OLDC Governance structure. The Executive Committee will set the mission, vision, and values of the OLDC as well as the high-level goals and objectives. They will delegate authority to two subcommittees – Research and SLDS Data Operations – to manage the details of the program. The graphic below details the Governance structure:

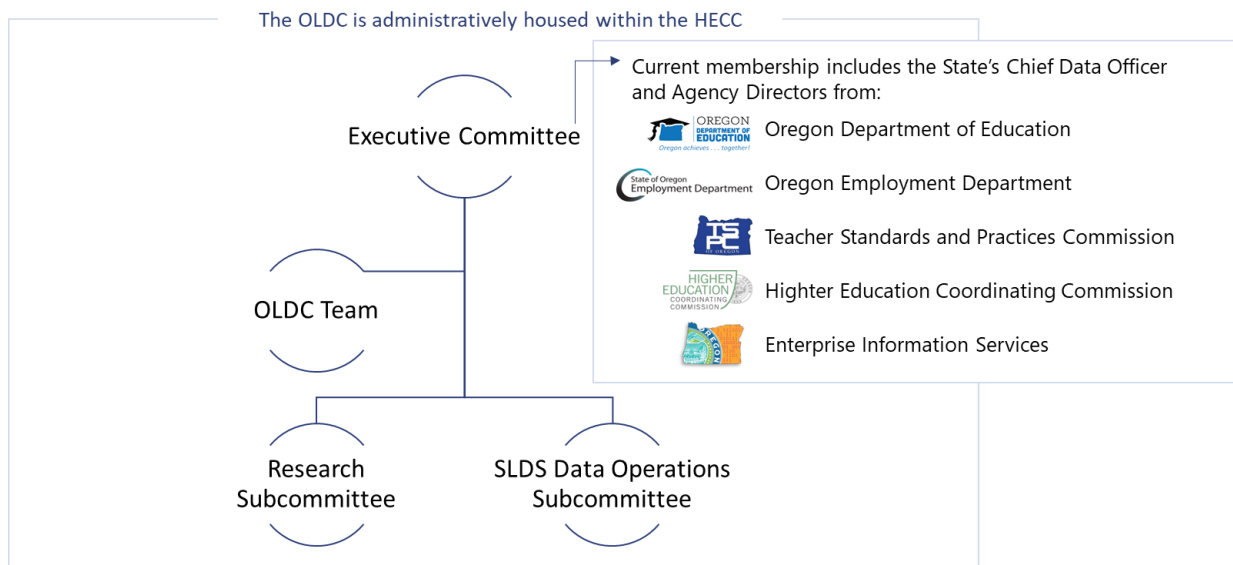


Figure 1: OLDC Governance Structure

Committee Role and Responsibilities

The roles and responsibilities of each committee and subcommittee will include:

- 1) Executive Committee –
 - a. Review, approve and maintain the OLDC Governance Charter
 - b. Create and maintain the Mission, Vision, and Values of the OLDC Program
 - c. Develop an annual set of goals and objectives for the OLDC 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 OLDC 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 OLDC

- b. Review and approve external research requests
 - c. Review and approve all reports, research projects or other documents published to the OLDC website
 - d. Guide the development of data visualizations available on the OLDC website
- 3) SLDS Data Operations Subcommittee
- a. Review and approve additional data schemas being added to OLDC 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
 - e. Review all data access logs
 - f. Review new privacy laws as new data partners join and assess potential impacts
 - g. Develop and maintain all data privacy policies and practices
 - h. Develop and maintain data stewardship guidelines
 - i. Review and track confidentiality agreements
 - j. Review all data access logs
 - k. Review new privacy laws as new data partners join and assess potential impacts

Committee Membership

Defining Core and Participating Membership

The OLDC 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, core members of the OLDC Governance structure are the Oregon Department of Education, Higher Education Coordinating Commission, and the Oregon Employment Department. The Executive Committee may add future agencies as core members. Participating members (see Attachment A below for the current list of agencies) are added to the program by the OLDC Executive Committee. Additional data partner agencies (see Attachment A for full list of agencies) that are added to the program by the OLDC Executive Committee will be considered participating members.

Selection of participating members will be based on the OLDC Research Agenda and will prioritize agencies whose data is central to OLDC projects. Participating members involvement in OLDC Governance will be reviewed each year once the new Research Agenda is finalized. Agencies may choose not to participate in the OLDC Governance structure or only participate on specific subcommittees. Agencies who choose not to participate or partial participation will not be represented on the OLDC 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.

Membership criteria for each committee

Executive Committee

The OLDC Executive Committee will be made up of all three core members, the EIS Chief Data Officer, and no more than two participating members. The Executive Committee will be made up of the agency directors 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, unless delegated to the program director, 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. An Education Policy Advisor from the Governor's Office will have non-voting representation on the Executive Committee.

Research Subcommittee

All partner agencies will be asked to name one member to the Research Subcommittee with the relevant subject matter experience and expertise. The subcommittee will identify key participants for their content areas and extend non-voting membership to representatives of those groups. All issues

that cannot be resolved in the subcommittee will be escalated to the Executive Committee for resolution.

SLDS Data Operations Subcommittee

All partner agencies will be asked to name up to two members to the SLDS Data Operations (SDO) subcommittee, ensuring that the following relevant subject areas are covered:

- Data stewardship
- System and data infrastructure

Member Expectations

- 1) Members must have the authority to represent their respective organizations.
- 2) Each member must have a backup who 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) Subcommittee members will be selected by the Executive Committee member of each agency.
- 5) Members are expected to be subject matter experts within their fields, e.g. data structure, understanding of data definitions within their organization, etc.
- 6) Committees and subcommittee meetings will make decisions on items only when all members are present.
- 7) Decisions in the Executive Committee and subcommittee will be unanimous. The Executive Committee or subcommittee Chair will identify a process path to resolve disagreements or split decisions. If the process identified does not resolve the disagreement or split decision in the subcommittees, the matter will be escalated to the Executive Committee. All split decisions in the Executive Committee will follow the same process for resolution.

Meetings and Support

The Executive Governance Committee will meet at least quarterly, with ad-hoc meetings scheduled to address specific topics. Each subcommittee will meet at least bi-monthly.

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

The OLDC Team will facilitate all committee and subcommittee 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.

Review

The OLDC 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.

APPROVAL FOR Executive/Signature Block

The undersigned acknowledge they have reviewed and agree to abide by the **OLDC Governance Charter**.

**Attachment A
OLDC Data Partners**

<p>Executive Committee Chair (if not one of the data partner agencies)</p> <p>By:</p> <p>Title:</p> <p>Date:</p> <p>Address:</p> <p>Phone Number:</p>	<p>Oregon Department of Education (ODE)</p> <p>By:</p> <p>Title:</p> <p>Date:</p> <p>Address:</p> <p>Phone Number:</p>
<p>Higher Education Coordinating Commission (HECC)</p> <p>By:</p> <p>Title:</p> <p>Date:</p> <p>Address:</p> <p>Phone Number:</p>	<p>Oregon Employment Department (OED)</p> <p>By:</p> <p>Title:</p> <p>Date:</p> <p>Address:</p> <p>Phone Number:</p>
<p>Teacher Standards and Practices Commission (TSPC)</p> <p>By:</p> <p>Title:</p> <p>Date:</p> <p>Address:</p> <p>Phone Number:</p>	<p>Bureau of Labor and Industries (BOLI)</p> <p>By:</p> <p>Title:</p> <p>Date:</p> <p>Address:</p> <p>Phone Number:</p>

Table 2: Data Partner Approval