

Higher Education Data Cube Meeting
April 25, 2007
Library Conference Room
Townsend Building

The Higher Education Data Cube Subcommittee met to discuss the following:

Status of Data Transfer:

Tommy Tao has sample data files from Wilmington College, Delaware Tech and the University of Delaware. He still needs sample data files from Wesley and Delaware State University. It is important to have samples from all of the institutions to see where the data have a common format and where adjustments need to be made. In addition, Tommy will develop a list of data points and definitions for the higher education institutions that will make it easier to build the cube. That request for information will be distributed as soon as it has been compiled and reviewed.

Data can be transferred to the Department using a secure SFTP (Secure File Transfer Protocol) through the Department of Information Technology. Forms for access to the SFTP were distributed.

In order to move forward with the construction of the cube, the higher education institutions were requested to send data files for the fall, winter and spring semesters for freshman who entered in the fall of 2006 no later than mid-June to Tommy Tao. Tommy will determine the common data elements and what queries we might be able to extract from the data.

It was noted that while this year the higher education institutions may not have entered the K-12 unique identifier for the students who enter their institutions from Delaware public high schools, it is strongly urged that they be added for the upcoming classes of freshmen.

Status on Common Course Indicators:

Alan Phillips was not in attendance, therefore, the status is not known at this time. There will be follow-up to see how far this project has gotten.

FERPA:

A document from the Data Quality Campaign, *Maximizing the Power of Education Data while Ensuring compliance with Federal Student Privacy Laws*, was distributed. Copies of the expanded research are also available from the Data Quality Campaign website. It reviewed the conditions under which data is sharable and what issues to be aware of in constructing data cubes that transcend the K-12 systems. In addition, Jennifer Kline, Deputy AG for the Department of Education and the State Board of Education, underscored the permissible uses and those which would not be permissible. Jennifer will continue to offer assistance with the FERPA parameters.

It was determined that the Subcommittee would meet in early August, once Tommy has had a chance to collect data and get answers from participants across the data sets. At that point, the Subcommittee will direct its attention to the queries the data can handle.

It is the expectation that there will be a prototype of the higher education data cube available for use in the fall of 2007. We are more interested in having a limited number of queries to start to assure that the system is operable for year one. Expansion of the queries will be dependent on the needs expressed and the data available. It was emphasized that the data cube is being built to support decision making at the institutional and building level, not for accountability purposes.

Sign On Form Draft:

Ann Case distributed a sample of the single sign on form that would be used to access the data cube. She will have the form reviewed within the Department to assure that it has all of the necessary components. Once the form has been approved within the Department, the plans are to put it on the server for access by those who will need it.

The next meeting of the Subcommittee will be **Thursday, August 9th at 2 p.m. in the 3rd Floor Conference Room** at the Townsend Building, Dover.