

**RESOLUTION OF THE  
MINNESOTA P-20 EDUCATION PARTNERSHIP**

WHEREAS, Article II, Section 8 of the Bylaws authorize establishment of a Minnesota P-20 Education Partnership Longitudinal Data System Governance Committee; and

WHEREAS, the Minnesota P-20 Education Partnership desires to set forth the membership, duties, responsibilities and ongoing strategic direction of the Minnesota P-20 Education Partnership Longitudinal Data System Governance Committee:

BE IT HEREBY RESOLVED:

The Minnesota P-20 Education Partnership Longitudinal Data System Governance Committee (hereafter “LDS Governance Committee”) established by the Minnesota P-20 Education Partnership for the purpose of overseeing the Minnesota Longitudinal Data System developed jointly by the Office of Higher Education (“OHE”) and the Minnesota Department of Education (“MDE”) shall consist of the Minnesota P-20 Education Partnership Board, a Research Subcommittee, a Data Advisory Subcommittee and two LDS Coordinators. The LDS Coordinators will be selected and hired by OHE and MDE respectively.

The LDS Governance Committee standing membership shall include one standing representative from each of MDE, OHE, the Department of Employment and Economic Development (“DEED”), the Minnesota Association of School Administrators (“MASA”), the Minnesota School Boards Association (“MSBA”), Minnesota Association of Elementary School Principals (“MAESP”), Minnesota Association of Secondary School Principals (“MASSP”), Education Minnesota (“EdMn”), the University of Minnesota, the Minnesota State Colleges and Universities (“MnSCU”), the Minnesota Private College Council (“MPCC”), the Minnesota Career College Association (“MCCA”), and the business community. These members shall be elected and/or appointed by their respective organizations and shall retain membership until their successor is elected and/or appointed.

Two additional members from the following organizations may be appointed by the Partnership to serve a two year term. These members may not be representatives of the institutions represented by the LDS standing membership of the LDS Governance Committee.

Each member may have a designee with the authority to represent and make decisions for that member.

The duties of the LDS Governance Committee members shall include:

1. Evaluate and consider LDS research and evaluation topics at the request of the Minnesota P-20 Education Partnership or other groups that will inform data driven decisions and educational policy formation;
2. Approve requests for additional data elements to be added to the Minnesota Longitudinal Data System for research purposes;
3. Sign off on data security protocols and data transfer procedures;

4. Appoint members to the Research Subcommittee and Data Advisory Subcommittee of the LDS Governance Committee; and
5. Ensure access to public data in accordance with state and federal privacy laws.

The Research Subcommittee membership shall include one representative each from MDE, OHE, DEED, either MAESP or MASSP, the University of Minnesota, MnSCU, MPCC, MCCA, and two K-12 representatives. The Research Subcommittee duties shall include:

1. Advise in the development of a data system interface/portal to provide access to LDS data while adhering to state and federal laws.
2. Review proposals for research and evaluation and make recommendations for implementation.
3. Develop research and evaluation proposals for utilizing the LDS data to further state research goals set by the Governing Committee;
4. Provide technical expertise and consultation on research methodologies;
5. Develop protocols for maximizing validity and reliability of LDS data;
6. Recommend protocols for allowing non-MDE and non-OHE staff access to LDS data; and
7. Review data requirements for research and evaluation proposals and recommend additional elements to be collected if necessary to meet research requests

The Data Advisory Subcommittee members shall include persons with technical expertise about data collection, data structure, data security and protocols for maximizing validity and reliability of LDS data. The Data Advisory Subcommittee membership shall include one representative each from MDE, OHE, DEED, the Office of Enterprise Technology (“OET”), the University of Minnesota, MnSCU, MPCC and MCCA, and two K-12 representatives. The LDS Data Advisory Subcommittee duties include:

1. Evaluate research proposals with respect to data-based components and make recommendations to the Research Subcommittee for approval;
2. Provide the technical expertise for the creation of an interface for users that is not only secure but also user friendly and widely available to authorized users at all levels of the educational system;
3. Provide technical expertise and consultation on data structure and data linkages for existing and new data; and
4. Develop protocols for maximizing validity and reliability of LDS data.

LDS System Coordinators appointed by OHE and MDE shall report to the LDS Governing Committee on the research, evaluation and technical operations of the LDS. The Coordinators will:

1. Work with Governing Committee and Agencies to identify funding opportunities to support LDS work;
2. Work with IT staff on data security, data transfer and data file construction issues;
3. Respond to data requests and maintain access portal to data;
4. Maintain awareness and compliance with FERPA and other relevant laws;

5. Work with the Data Advisory Subcommittee to coordinate data management including: set data standards, define data elements, document data processes, identify file specifications;
6. Work with the Research Subcommittee to facilitate research using LDS data;
7. Coordinate the LDS Research and LDS Data Advisory Subcommittees;
8. Represent Minnesota at national conferences related to P-20 systems and research;
9. Serve as spokespersons for the LDS system;
10. Assist agencies in public relations aspects of LDS in communication with school districts and charter schools, higher education institutions and the public.

The LDS Governing Committee shall meet at least twice each year, and the Minnesota P-20 Education Partnership shall review the annual strategic work plan of the Committee.