

**DATA Project
Governance Plan
March 19, 2009
Version 1.2**

Revision History

Date	Version	Description	Author
01/24/08	0.5	Initial Draft	Dennis Boston
01/28/08	0.6	Corrections from Mickey Garrison incorporated, reformatted plan to include title page, document control page. Revised layout of information. Update Sections 1.1, 1.2, 2 & 3.1.	Dennis Boston
01/29/08	0.7	Added corrections to the document from Baron Rodriguez to section 3.1. Added reviewers names to the review Reviewers table, added verbiage to the Distribution table.	Dennis Boston
01/30/08	0.8	Added Mojo Nwokoma, Scott Smith and Doug Kosty as reviewers. Added verbiage to Sections 1, 2, & 3 descriptions to add governance of KIDS III. Updated headers and footers as appropriate for new revision	Dennis Boston
02/4/08	0.9	Added corrections to the document from Doug Kosty.	Dennis Boston
02/11/08	1.0	Added wording to clarify committee membership. Also it was recommended that we not call it a workgroup committee, so that has been globally changed to read task force. Added names to the Instructional/Technology Advisory Committees and the Instructional/Technology Task Force.	Dennis Boston
09/25/08	1.1	Section 2.1 Advisory Committees, paragraph 2.1.1 Instructional, Instructional Advisory Committee, for K-12 added Cathy Chenail, Aaron hale, Dawne Huckaby and Jim Conaghan. In ODE, removed Scott Smith and added Theresa Levy and E.J. Ayers for CCWD. Added Dana Hepper for Citizen Group. Paragraph 2.1.2 Technology, Technology Advisory Committee, removed E.J. Ayers for CCWD and for K12 added Nick Jwayad, for ODE added Monica Brown and for OSBA added Joe Wehrli. Section 2.2 Task Force Committees. Paragraph 2.2.1 Instructional, Instructional Task Force, for ESD removed Dawne Huckaby, added Lori Cullen, Paul Nelson, Mickey Garrison, Megan Monson, for ODE removed Doug Kosty, Baron Rodriguez and Dennis Boston. Paragraph 2.2.2 Technology, Technology Task Force, removed Scott Smith and Dennis Boston. Added Karla Hobbs, Conie Atchley, Randy Trummer, Michelle Mantel, Leslie Golden, Don Wolff, Jeff Hoag and Ron Hoppes. Reviewers, removed Scott Smith and added	Melinda Weinmann

09/25/08		Section 2.1 Advisory Committees, paragraph 2.1.1 Instructional, Instructional Advisory Committee, for K-12 added Cathy Chenail, Aaron hale, Dawne Huckaby and Jim Conaghan. In ODE, removed Scott Smith and added Theresa Levy and E.J. Ayers for CCWD. Added Dana Hepper for Citizen Group. Paragraph 2.1.2 Technology, Technology	Melinda Weinmann
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Reviewers

Name	Title
Baron Rodriguez	CIO – OAIS
Mickey Garrison	EESC School Improvement Director
Joel Robe	KIDS Program Director
Dennis Boston	Project Manager – KIDS III
Doug Kosty	Assistant Superintendent - AIS

Approvers

Name	Title
Doug Kosty	Asst. Superintendent, AIS – Project Sponsor
Baron Rodriguez	CIO – OAIS, Project Director
Dennis Boston	Project Manager

Distribution

Project Team and Stakeholders
This document is distributed from the Project Manager and available for reference at the project website, OregonDataProject.org .

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Governance Plan

1 Introduction

This is the Governance Plan for the DATA and KIDS III Projects, which involves the Professional Development of Educators, the development of statewide Data Use Policy and Procedures and the enhancement of data stores within Oregon's educational data system. A plan detailing this project's governance structure is required by the IES State Longitudinal Data Systems RFA's (requirement #1). This plan will be revised as needed throughout the project. The Governance Plan will be incorporated into and become a formal part of the DATA and KIDS III Projects Project Management Plans (*under development*).

1.1 Purpose

The purpose of the Governance Plan is to define the DATA and KIDS III Projects' governance structure and the roles and responsibilities of the Data Quality Work Group (DQWG), as they pertain directly to the governance of these Projects.

1.2 Scope

The scope of this plan includes the governance group's structure, including committee membership, and the roles/responsibilities of the committees. Key references supporting this plan are on the project website, oregondataport.org:

- Project Charter
- Scope Statement
- Project Management Plan (includes document version control and all sub plans)
- Project Schedule

2 Governance Structure

The Data Quality Work Group (DQWG) will provide overall governance of the DATA/KIDS III Projects. The DQWG will be made up of (but not limited to) personnel from:

- Oregon Department of Education (ODE)
- Educational Enterprise Steering Committee (EESC)
- Education Service Districts (ESD)
- K-12
- Higher Education (Community Colleges and Oregon University System)

The DQWG will be segmented into two groups, Instructional and Technology, to specifically address/assess progress from a Professional Development and Technology perspective. These two groups will each have an Advisory Committee and a Task Force. It is intended that the Task Forces will provide hands-on development of requirements and/or deliverables and will be intimately involved in the implementation of designed plans and process improvement measures of the DATA and KIDS III Projects. The following committee/task force definitions are guidelines only. Any member of the DQWG can sit on either committee or task force. If they choose to be on the Task Force, however, they will be expected to be fully engaged in the process as described above

- Instructional Advisory Committee – this committee will be comprised of representatives from the K-12 and Higher Education community.
- Instructional Task Force – this committee will be comprised of ESD, EESC and ODE representatives.
- Technology Advisory Committee – this committee will be comprised of representatives from the K-12 and Higher Education community.
- Technology Task Force – this committee will be comprised of ESD, EESC and ODE representatives.

2.1 Advisory Committees

2.1.1 Instructional

Instructional Advisory Committee			
K-12	Cheryl Williamson	Centennial SD	cheryl_williamson@centennial.k12.or.us
	Diane Smith	Albany SD	Diane_Smith@Albany.K12.OR.US
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	Jim Conaghan	4J	conaghan_j@4j.lane.edu
ODE	David Guardino	Student Learning & Partnerships	David.Guardino@state.or.us
	Helen Maguire	Educational Improvement & Innovation	Helen.Maguire@state.or.us
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	E J Ayers	CCWD	ej.ayers@state.or.us
Higher Ed	Mark Endsley	Oregon University System	mark_endsley@ous.edu
	Jonathan Jacobs	Oregon University System	jonathan_jacobs@ous.edu
Citizen group	Dana Hepper	Stand for Children	dana@stand.org

2.1.2 Technology

Technology Advisory Committee			
K-12	Les Moore	Eugene SD	moore@4j.lane.edu
	Bill Zumwalt	Portland Public Schools	bumwalt@pps.k12.or.us
	Rod Aust	Willamette ESD	Rod.Aust@wesd.org
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ODE	Monica Brown	Legislative Fiscal Office	Monica.Brown@state.or.us
OSBA	Joe Wehrli	OSBA	jwehrli@osba.org

2.2 Task Force Committees

2.2.1 Instructional

Instructional Task Force			
ESD	Alana Croyle	South Coast	AlanaC@scesd.k12.or.us
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	Penny Grotting	Malheur	Penny.Grotting@malesd.k12.or.us
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	Lori Cullen	CESD	lcullen@clackesd.k12.or.us

	Paul Nelson	Northwest	pnelson@nwresd.k12.or.us
	Mickey Garrison	EESC	mickey@eesc.org
	Megan Monson	EESC	megan@monson.com

2.2.2 Technology

Technology Task Force

	Bill Zumwalt	Portland Public Schools	bzumwalt@pps.k12.or.us
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	Lance Hall	Beaverton SD	lance_hall@beavton.k12.or.us
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	Brent Gee	Eugene SD	gee_b@4j.lane.edu
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	Connie Atchley	Oregon University System	connie.atchley@oregonstate.edu
	Randy Trummer	Lane ESD	dw@lane.k12.or.us
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	Leslie Golden	WESD	leslie.golden@wesd.org
	Don Wolff	EESC	don.wolff@soesd.k12.or.us
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	Baron Rodriguez	Assessment and Information Services	baron.rodriguez@state.or.us
	Ron Hoppes	Assessment and Information Services	ron.hoppes@edsupportandsolutions.com

3 Governance Process

3.1 Data Quality Work Group (DQWG)

3.1.1 Roles and Responsibilities

The Data Quality Work Group (DQWG) collectively will:

- Recommend high-level decisions on the Oregon's DATA Grant and KIDS III Projects.
- Provide guidance to assist the progress of these two projects from an enterprise point of view.
- Provide management level review of project status, major milestones and deliverables and scope changes.
- Provide ongoing evaluation of the projects alignment with IES Statewide Longitudinal Data Systems (SLDS) Grant Program RFA Requirements.
- Provide ongoing evaluation of the projects' alignment with ODE's Grant Initiatives
- Utilize established procedures to provide ongoing evaluation of the developed systems to ensure systems meet the needs of its key stakeholders and assess the role of the system in improving student learning and closing the achievement gaps.
- Review and recommend changes to communications strategies of DATA and KIDS projects.
- Develop Policy recommendations for Oregon Administrative Rule adoption by State Board of Education.

3.1.1.1 Advisory Committees

3.1.1.1.1 Instructional

The Instructional Advisory Committee will:

- Provide input to the Instructional Task Force on training design, evaluation and future/on-going training requirements and analysis.
- Review DATA and KIDS III Project plans and documentation.

3.1.1.1.2 Technology

The Technology Advisory Committee will:

- Provide input on data requirements, system functionality and future/on-going system requirements, evaluation and analysis.
- Assist with prioritization/assignment of technology tasks and identify specific entity (state, regional/ESD, local) responsible for task.
- Review DATA and KIDS III Project plans and documentation.

3.1.1.2 Task Force Committees

3.1.1.2.1 Instructional

The Instructional Task Force will:

- Review findings from the Facilitated Focus Group Sessions report.
- Map out needed training as identified in the report.
- Design training based on the needs of various stakeholders (Data Clerks, Teachers, and Administrators).
- Evaluate the training provided.
- Recommend future/on-going training.
- Assist in the development of System Security and Use policies
- Work with the Technology Task Force in identification of data requirements.

3.1.1.2.2 Technology

The Technology Task Force will:

- Review findings from the Facilitated Focus Group Sessions report.
- Evaluate gaps in current data structure and findings from the Focus Group Session's report.
- Identify project data requirements.
- Design data/system to meet established requirements.
- Evaluate project data/system design according to established requirements.
- Review project work packages, schedules and plans
- Assist in the development of System Security and Use policies
- Assist in the development of Sustainability Plans.
- Work with the Instructional Task Force in designing training.

3.1.2 Meeting Schedule

The DQWG as a whole, Advisory Committees and Task Force Committees, will meet on a quarterly basis starting in May of 2008. The Task Force Committees only, will meet on a monthly basis starting in March of 2008. Agendas, including meeting date, location and time, for these meetings will be emailed and published in advance on the DATA Project's website, oregondataproject.org.