Concurrent Enrollment Advisory Board Meeting
Date: **Monday November 13, 2017**
Location: **CCCS Administration Bldg.**
9101 East Lowry Blvd, Denver, CO 80230
President's Conference Room

Time: **1:00 — 4:00pm**

Board Attendance:

Sarah Heath	Rick Sciacca
Dan Hoff	Tammy Ward
Danny Martinez	Renise Walker
Diana Zakhem	Michael Gage (Phone)
Jill Toussaint (Phone)	Heather Exby (Phone)
Rebecca Fernandez-Martinez	Georgia Reagan

Review of Minutes: Motion to approve (Heather Exby) 2nd (Rick Sciacca) All in Favor (Passed)

CDE Updates - Mary Anne Hunter
- 2018-19 ASCENT:
  - Certain procedural changes will be made
  - Webinar will be schedule for January, 2018 to review changes and HB17-1294 guidance

- SASID issuing:
  - Can only be issued to students who attend schools that use state assessment and receive state funding
  - Not issued to private school students unless student is special ed
  - Stays with students from K-12
  - Students typically don't know their number as are only used by districts for state reporting purposes
  - Only students' DOB and name are collected in the RITS system (not SSNs)
  - CDE has data sharing agreement with CDHE so that one contact person at each institution of higher education (IHE) can have view-only access. IHE's can contact Beth Bean and Maggie Yang for access.

CDHE Updates – Michael Vente

- IES Grant update - have met with all partners. Contact Michael with any questions or updates.

Open work session - Data/IT governance and Student data sharing/privacy

LEAN Process update: *Per Sarah Heath* – one of the results of the 2015 LEAN process, which included CDE, CDHE, Colorado Workforce Development Council (CWDC) and CCCS, is Tammy Ward's new position as the Director of Concurrent Enrollment Initiatives with the Colorado Community College System to support CE initiatives for postsecondary pathway readiness.

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Possible Discussion Topics:
- Secure manner to share student data between districts and IHEs (actual secondary and postsecondary rules/policies)
- Automating student registration process to reduce errors
- Attendance component for ASCENT and Early College students for Student October Count
- Tuition equity for online courses
- Discrepancies between entered and reported data (between Banner and SURDS)
- IHE'S enrollment distinction/separation between CE and regular college students
- Remediation tracking (standards/measures between institutions)
- SSN vs. SASID

Topics selected for discussion at this meeting:
1. Secure way to share data between Higher Ed and Districts
- Recent legislation requires districts to review their data sharing practices
    o JEFFCO is currently using Google Cloud products to share student data and communicate with IHEs. Products are affordable; access is restricted to district's domain (only authorized/approved users) and can be audited.
    o Currently tracking data, billing, and student related conversation.
- Email and eFax are not secure methods for sharing data that contains student personally identifiable information (PII).
- IHE issues with Google products – student PII cannot be stored in cloud or emailed
- CDE suggests that districts that use these types of products to share student data should review their vendor's security agreements as almost all information about a student can be considered PII. Districts must consider risk litigation when choosing a data sharing product/procedure.
- CDE uses Syncplicity as a security data sharing platform. Would like to extend capabilities for districts to communicate with each other if legislature will provide funding.
- Possible statewide solution: Central department (i.e. CCCS or CDHE) that can maintain/manage a trust-worthy secure drop site.

ACTION STEPS:
- CCCS, CDE & CDHE to meet and provide the following information by next CEAB meeting:
    o Clarification for Community Colleges (CCs) regarding use of Google Docs and Cloud-based tools for bulk data sharing and daily communications between districts and IHEs in short-term until a long-term solution is found. CCCS sets data sharing policy for all CCs
    o Written best practices
- Dan Martinez moved that CEAB provide at a minimum annual training regarding student data sharing awareness and legal implications. Seconded by Tammy Ward – all board members agreed = approved.

2. Discrepancies between entered and reported data (Banner and SURDS)
- CDHE uses Enrollment and Course Files from postsecondary SURDS (Statewide Unit Record Data System) for annual concurrent enrollment reports data.
- CCCS Data Governance Committee should review:
    o Every CC codes CE students and courses differently.
    o IHE/Institutional Research (IR), and CHE data crosswalk
    ACTION STEP:

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- It was suggested that districts and IHEs establish a 22-day window to review and verify data before IHEs submit SURDS files.

3. SASID vs. SSN
- CDHE uses SASID and SSN Link to identify remedial data; but mismatching is still possible
- Sarah Heath will check with CCCS regarding mass uploading of SASIDs by CCs.

4. Attendance Verification requirement for ASCENT & CE students
- Mary Anne Hunter will research reason for this requirement and share at next CEAB meeting.

5. Coding and registration:
- Sarah Heath will get clarification regarding the use of SGSADD in Banner.

Discussion Topics for Next Meeting:

- Mary Anne- Follow up with October count staff on why attendance is needed for ASCENT & CE students.

Next meeting:
- o Date: January 25, 2018
- o Location: Possibly Colorado Springs D11