



Meeting Notes

July 7, 2025

Statewide Longitudinal Data System (SLDS)

[Presentation](#)

Type of Meeting	Build & Implementation Advisory Group
Facilitator:	Katherine Hochevar
Note Taker:	AI assisted
Timekeeper	Heather MacGillivray
Attendees:	Sabina Andersson (absent), Marcia Bohannon, Jud Cary, Naim Razzak (absent), Lydia Rogers (absent), Rebecca Tyus (absent), Michael Vente (absent), Josh Williams

Agenda Items:

- Welcome & Roll Call (5 mins)
- Group Updates (5 mins)
 - Program Updates if applicable
 - Governing Board Update
- Use Case Dry Run - Discussion
- Future Meetings & Close (5 min)

Open

Call to Order

- Roll Call was taken, Quorum was reached
- Agenda and Objectives reviewed

Announcements & Updates

- Policies and Procedures Approval: The governing board approved the policies and procedures that the group had been reviewing and providing suggestions for over the past two months. This was highlighted as a significant achievement.
- Use Case Review Dry Run: Preliminary approval was granted by the governing board to proceed with the use case review dry run. This was the main focus of the day's meeting, mirroring a truncated experience the Sustainability Advisory Group had last week, focusing on alignment, quality, and legality. The goal is to identify process improvements.
- Vendor Contracting: The team remains on track for contracting with a vendor for the system build by July 25th, with data expected to start flowing in August/September for a "true-up" process to align data elements with the contract.

Project Timeline

- June 23rd Week: Program priorities (15 programs) were presented to the advisory group.
- July 18th: Recommendations regarding the 15 prioritized programs will be presented to the Governing Board for approval.
- July through August: Discussion on data elements associated with prioritized programs to complete data addenda. The use case dry run is also ongoing throughout July.
- September: Once the vendor is on board, a "true-up" will occur to align data elements with the vendor discovery process.

Use Case Dry Run - CTE Example

The meeting transitioned to a practical dry run of a Career and Technical Education (CTE) in high school use case.

- Overarching Use Cases: The four overarching use cases, first presented in November/December, were reviewed. These revolve around understanding participation, completion, completion of multiple programs, and equity (disproportionalities) across different groups in program outcomes and access.
- Logic Model: A simplified logic model for high school CTE was presented, outlining participation (what the program "does") and outcomes (what the program "gets"), categorized as short-term, medium-term, and long-term (e.g., post-secondary enrollment, retention, wage outcomes).
- Levels of CTE Participation: Three levels of CTE participation were defined:
 - Participant: Takes at least one CTE course.
 - Concentrator: Takes two or more CTE courses.
 - Completer: Completes a CTE program stream, potentially resulting in an industry certification.
- Data Elements: "Proxy" data elements (column names in spreadsheets) were included for this dry run which were scraped from existing DSA's. These may or may not be the final data elements. However, this is to exemplify that the data elements would be attached to data addenda.
- Process Flowchart Integration: The dry run was situated within the established flowchart, highlighting the current stage: review by the Build and Implementation Advisory Group after preliminary governing board approval and review by the Sustainability Advisory Group. The focus for the Build and Implementation group is on the feasibility of obtaining requested additional data elements.

Data Access Application Form Review

- Attendees were tasked with reviewing sections of a mock Data Access Application Form (DARA), specifically the abstract in Section 7 and Section 9 (especially 9f), which lists requested data elements not currently available in the SLDS.
- Requested Elements: These included school-level characteristics for all Colorado high schools (enrollment, address, CTE coursework provision) and details on CTE participation (participant, concentrator, completer status), which is currently only available as a "yes/no" in the (pretend) SLDS.
- Discussion on Requested Elements:
 - Participant/Concentrator/Completer Data: A major concern was the availability and feasibility of obtaining this detailed level of CTE participation data, as the current SLDS (in this mock scenario) only has a "yes/no" for CTE involvement. The current data does not support the requested intensity of experience.
 - School-Level Characteristics (Address, Enrollment, CTE Coursework Provided): While generally less problematic to provide, their justification in the application was deemed insufficient. The vagueness of "address" was also raised as a concern. The qualitative nature of "whether CTE coursework was provided" was also questioned (e.g., one course versus many).
 - Timeline and Availability: Concerns were raised about whether the requested data (e.g., specific years) would be available within the requester's timeline and the inherent delays in data collection cycles.

Process Improvements and Future Considerations

The discussion broadened to the overall process for reviewing data requests and identifying areas for improvement:

- Applicant Engagement: A significant suggestion, supported by prior experience, was to have a dedicated person or small committee engage in two-way conversations with applicants upfront.

This pre-screening would clarify needs, manage expectations, and refine requests before they enter the formal review process, saving time for advisory groups.

- Clarifying Justification: Applicants should be required to explicitly state "what data do you need and why" in their applications.
- Streamlining Rubric Scoring: The process for scoring applications using the rubric needs to be made more painless, possibly through automated forms instead of copying a google sheet.
- Timeline Transparency: Clear communication is needed regarding the turnaround time for data requests, acknowledging financial and resource limitations.
- Opening Data Requests: The process for when external data requests will be opened needs to be determined and communicated. Currently external requests are tentatively scheduled for winter of 2027.
- Batching Use Cases: To expedite reviews, the intent is to batch similar use cases (e.g., all high school experiences) to avoid reviewing 15 separate forms.
- Documenting Use Cases: The need to formally document the 15 Phase 1 use cases was emphasized to solidify them for the governing board and clearly explain data usage for data sharing agreements, even if some details are "TBD" initially.

Next Steps

- Attendees were asked to complete their scoring of the mock application in the provided rubric and share their score sheet with Heather MacGillivray.
- The next Build and Implementation meeting is scheduled for July 21nd at 8 AM, where this work will be revisited.

Close

- Next Mtg:
 - Continue Use Case Review Dry Run
- Recap Action Items
 - ACTION:
 - All: Complete scoring in the scoring rubric created during the meeting.
- Adjourn Public Meeting