Utah Data Research Center Advisory Board Meeting - Minutes
Wednesday, July 5, 2017
1:00 p.m. to 2:00 p.m.
DWS Admin South, Room 157A – Salt Lake City

Board: Carrie Mayne, Dave Woolstenhulme, Kimberly Henrie, Marc Babitz, Scott Jones

Excused: Dave Woolstenhulme and Marc Babitz

Staff Support: Gail Tilson

Attendees: Joseph Demma, Wu Xu, Bethany Hyatt, Jeremias Solari, Collin Peterson

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Welcome	Welcome and Introductions – Carrie Mayne, Board	First meeting of the board, no minutes to approve.
Update of UDA-UDRC Transition	UDRC became official on July 1, 2017. We worked with USBE to make the decision to have the technology of UDA move over to UDRC, which meant transitioning all of the work UETN has done thus far on the SLDS grant to DWS. DTS will be the ones providing technical services for us. They have been meeting with UETN for the last several months to hand off this project, specifically Project Go. We will not be transferring any servers over. The Tableau server will stay with UETN. Since this is such a big project, it will involve several different teams: DWS Data Warehouse team, development team (Diane Pfieffer, manager) and Heather Kunz, Project Manager, plus two contractor positions.	Two contractor positions will be programmers (probably the two who worked for UETN previously). Scott will meet with Albert Tay and create a line item report

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		explaining which positions will be paid for with grant money.
Next Steps	Staff positions within DWS for UDRC will be two researchers plus an additional position which will be decided on soon.	Jeremias will post researcher positions.
	UDRC was most likely placed under DWS because we are very proficient at combining data from multiple sources. We've met internally to develop a high-level database structure and we've met with DTS as well. Our goal is to automate as much as possible. We plan on having two separate schemas: The raw data that's provided by the different sources and a view that researchers can access. For researchers, it will be a 3-prong approach: 1) We will have a website where the public can access data; 2) Our API which taps into our central location of data. Security will be managed through API keys being requested; 3) Jeremias' group as researchers.	
	DWS wants to focus more on quality of data rather than quantity. Think about the research that's been done in the past and what you would like to see done in the future. Kimberly remarked that as we get further along with the research agenda, it will help with data elements we need to all provide and have common definitions about what that looks like.	We will be meeting with the partners and find out what you want to give UDRC. As a starting point we will probably use what you were giving to UDA.

Coordination with the partners will be done through individual meetings with each partner. |
| | Regarding data sharing MOUs, everyone had a part of the same MOU. It is important to identify the data elements first so at least we will know what we're asking for. | Identify data elements. |
| | December 1, 2017 is the deadline for printing the research agenda. Deciding on the deliverables we need will drive the agenda. Grant deliverables and P20-4 performance may be enough to work on for this year. Next year we will incorporate forums and a survey to formulate our research agenda. | We will reach out to the Senate sponsor and see if this covers what he's looking for. |

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	Albert sent out the grant plan notifying who is responsible for what grant assignments. We will continue to meet every other month at this location. Meeting adjourned.	Gail will send out a Doodle Poll.