



Reporting Requirement Review Task Force

Meeting Notes

Date: 11/14/13

Time: 9 a.m. to 4 p.m.

Location: B100, Grimes State Office Building

MEMBERS PRESENT: John Casey, Bobi Jo Friesen, Patti Schroeder, Amy Williamson

Opening comments: Amy told the group that the meeting was not held on November 5th, as previously scheduled, in order to allow time to receive as much information as possible about the list of reports. The members approved the agendas for the present and final task force meetings, and did not require any changes to the proposed course of action. All agendas, meeting notes, and other meeting materials will be sent to the fifth member, Sam Miller, before the final meeting on November 22nd.

John mentioned that his school would be interested in seeing a statewide program system that would allow a school's student accounting system, such as Infinite Campus, JMC, or PowerSchool, to upload data directly into SRI for the C-Plan. Amy said that Iowa has bought a system that will allow data to be sent from those programs through the system into SRI, though it will not be ready to roll out for at least another school year.

AGENDA ITEM: Revisit list of required reports, now including additional information as requested by Task Force.

Notes: Amy explained the process used to gather additional information about the reports. A set of questions was formed from the requests made at the previous meeting. These were entered into the spreadsheet of reports and uploaded onto a SharePoint site. Department employees could then provide additional information about the reports and save it online.

Just under half of the reports had the additional information the members requested. Upon reading through the list, however, they agreed there was enough supplementary information for them to create the criteria for the bases of their recommendations.

While reading through the reports, Amy projected the SRI Data Dictionary on the large screens. Some of the reports on the list have no given program or limited details because they are data components. These data are required to be collected, and are populated into some of the reports that the Department submits to the federal government. For these data components, instead of looking at which elements can be removed, the conversation might be how can they become easier to get.

Looking ahead to the final meeting, John stated he would like to make a recommendation that the Department of Education be given the funding to hire the right people to correct system issues or create new programming.

AGENDA ITEM: Draft criteria for determining basis of Task Force recommendations.

Notes: Federal law is essentially impossible to change; many of these documents need to be continued because they are required by federal statute. However, the way the federal law is applied could be altered. State code or state administrative rule is easier to change or rewrite, but will require a strong recommendation to have it considered.

Criteria for Determining to Recommend Continuation, Elimination or Modification

- Required by federal law
- Required by state law that requires no changes (are there recommendations we can make to alter the law)
- Adequacy of technology (are there modifications we can recommend to the way it is collected)
- Consequences of not collecting
- Method of submission (web, paper, email)
- User base for report (how many people use it, how widely)

The task force members applied these criteria to each report requirement and came to an agreement if the report should be continued, modified, or eliminated, and their reason for that determination. They chose to postpone a decision on many of the reports until the rest of the requested information was provided.

At the next task force meeting, the members will make a determination for the rest of the reports and begin to draft their report of recommendations to submit to the State Board of Education by December 3rd.