Members: Nancy Dunnam, Chair David McKamie, Vice Chair Dianne Borreson Aaron Daitz Belinda Dyer Dara Fuller Adrian Garcia Keitha Ivey Beverly Meyer Debbie Largent Kim O'Leary Brenda Padalecki Tom Priem Linda Roska Janet Spurgin Peggy Sullivan	*Information Task Force (ITF)* *Meeting Minutes* *April 18, 2013*	THE STATE OF TEXAS **Email Vote** **William B. Travis Bldg**
Members Participating:	*Nancy Dunnam, David McKamie, Diane Borreson, Aaron Daitz, Dara Fuller, Adrian Garcia, Keitha Ivey, Beverly Meyer, Debbie Largent, Kim O'Leary, Brenda Padalecki, Tom Priem, Janet Spurgin, Peggy Sullivan, Cathleen Freeman, and Patty Streat*	

Automated Process of Dashboard Access for LEA users through TEAL – **Melody Parish/Terri Hanson** Melody Parish presented to the committee the Automated Process of Dashboard Access for LEA Users through TEAL. This would involve Extracting 10 Data Elements (First Name, Last Name, Day of Birth, Month of Birth, Year of Birth, Email address, Unique ID Number, Gender, Organization Code, and Campus Number) from the HR Data in the Dashboard Data Mart for Security Access Approvals. Melody explained the current process for Limited Production Release users and addressed concerns of the number of users and extensive manual process that would be encountered by the Early Adopter schools during the 2013-2014 school year. Melody estimates that there will be 50,000 Early Adopter users and using the current manual processes, it would be impossible to provide timely service to set up this number of users. As an example, Melody stated that Austin ISD would likely have to approve 11,000 users and would be receiving and processing 11,000 emails; too much for the available staff. TEA could automate this process. Districts would need to send via FTP nightly staff files, with the required information, to TEA to process access requests in an automated environment in order to grant security access to staff wanting to use the GPS Dashboards. TEA legal staff have endorsed this concept, but TEA needs the ITF and PCPEI committees to approve this item since the districts would be giving TEA systems access to data from the GPS Dashboards. **ITF Discussion** The committee had the following questions and concerns: Nancy Dunnam - Districts should have the option to control this process manually, even if a district is a GPS Dashboard participant. Melody Parrish stated that districts who do not send the data being requested would continue to approve staff needing access to the GPS Dashboards manually. Nancy Dunnam – would only those participating districts have to provide nightly extracts? Does the district have the option to choose dashboards? Nancy was concerned about TEA	**Discussion Item from January 22, 2013 ITF Meeting**

being able to access the district's information and would they lose their local control.

Adrian Garcia – definitely wants an automated process.

Dara Fuller – for small districts with staff less than 100 employees will the superintendent have access to delete a user's access? Yes

Brenda Richmond – stated that Hays Consolidated ISD use "roles" to exclude access to certain staff.

Dara Fuller -   if superintendent deletes access will the teacher have access the next day? No.

What impact will this proposed process have on other TEAL processes and applications? No impact.

ITF Recommendation

Terri Hanson will follow-up with Double Line Partners (DLP) so all concerns and questions can be addressed. Bryce Templeton will send out list of Data Elements that will be extracted for automated process of Dashboards along with any additional information that is needed for the committee to make a decision. ITF will consider this item via an email vote.

TSDS StudentGPS Dashboard Security **Terri Hanson** Terri Hanson updated the committee on the Automated Process of Dashboard Access for LEA users through TEAL item by stating that the document is being finalized and will be sent out at the end of the week or early next week (April 15, 2013) for an email vote. ITF Discussion Will this give districts the option to automate the process Yes Will notifications to the individual users of logins stay the same? Yes ITF Recommendation **Send out final document for an email vote.**	**Discussion Item** **From April 9, 2013 ITF Meeting**
Approve the requirement to allow authorized StudentGPS™ Dashboard users the ability to automate the creation and updates for TEAL Identities and Dashboard access from the Dashboard Data Mart (DDM). TEA has previously discussed a proposal with ITF that would allow authorized users the ability to automate the creation of TEAL identities and grant Dashboard access by using data from the Dashboard Data Mart (DDM). This new functionality would provide authorized users the ability to request TEA to create their district's TEAL user accounts, grant access to TSDS, grant access to the Dashboards, and restrict access to the Dashboards. The data used to create the TEAL identities will be housed in the DDM and pushed to TEAL on a nightly basis by the district. The detailed requirements regarding this proposal are in the attached document. If you wish to discuss this proposal in more detail, or have questions that you would like to ask, please use the "Reply All" button so that everyone can see and participate in the discussion.	**Action Item** **From April 15, 2013 ITF email vote.**

Please respond with a vote of "For" or "Against" on this proposal by Close of Business, Thursday, April 18, 2013. Email Vote: **16 For 0 Against** Those that voted to approve the requirement to allow authorized StudentGPS™ Dashboard users the ability to automate the creation and updates for TEAL Identities and Dashboard access from the Dashboard Data Mart (DDM) are as follows: Nancy Dunnam, Peggy Sullivan, David McKamie, Aaron Daitz, Dara Fuller, Adrian Garcia, Keitha Ivey, Beverly Meyer, Debbie Largent, Kim O' Leary, Brenda Padalecki, Tom Priem, Janet Spurgeon, Peggy Sullivan, Cathleen Freeman and Patty Streat ITF Recommendation The motion passed unanimously.	
Upcoming ITF Meetings The next ITF meetings are scheduled as follows: May 14, 2013 (Webinar Meeting) July 16, 2013 (TEA Meeting with Webinar Option)	**Discussion Item**