

WACTE - Data Administrator Committee Norms & Procedures
Draft Distributed April 13, 2020
Adopted: _____

Article I
Name(s)

The Washington Association of Colleges for Teacher Education (WACTE) Data Administrator Executive Committee and the Washington Association of Colleges for Teacher Education (WACTE) Data Administrator Group.

Article II
Purpose

The purpose and role of the WACTE Data Administrator Executive Committee is to oversee the operations of the WACTE Data Administrator Group, specifically meetings and officer elections as described in Articles III and IV. In addition, the WACTE Data Administrator Executive Committee will:

- Facilitate process(es) to collect feedback from Data Administrators regarding data collection and reporting;
- Support Data Administrators in their role as a liaison between PESB and individual program data governance;
- Engage as Data Group representatives when requested by WACTE programs/institutions and PESB;
- Work closely with deans/chairs and other program officers as well as WACTE leadership in support of WACTE's goals;
- Collectively address PESB Board Members and staff through the process of public comments when questions and concerns arise or when feedback is warranted; and
- Coordinate and organize quarterly DA meetings within WACTE conferences.

The purpose and role of the WACTE Data Administrator Group is to facilitate and participate in communication and process(es) regarding data collection, management and reporting requirements and requests. Specifically, DAs as a group will:

- Actively participate in DA/PESB TA meetings/webinars, WACTE meetings and other meetings/communications with the intent to improve program data collection, data management, program evaluation and reporting;
- Review and discuss program level questions and concerns regarding PESB data collection (uploading), data manual, data guidance and reporting, and provide feedback and guidance to our program/institution administrators as well as PESB staff;

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Article III
Membership and Voting

Section 1. Executive Committee Officer Election: The Associate Director and Secretary roles will be elected each year. The term of service for the Associate Director role will be one year, and after the first year the Associate Director will become the Director for one year. The term of service for the Secretary role is two years.

The Director will announce any upcoming vacancies at the Fall and/or Winter meetings and call for volunteers. In the absence of volunteers, the Director will solicit volunteers unanimously agreed to by the DA Board. If these volunteers agree to serve, there will be no need for an election and new Board members will be announced at the next DA meeting.

In the case of interest by more than one candidate per board position, Officer elections will be conducted online following the Spring Data Summit. See election requirements described in Sections 2 and 3.

Section 2. Norm & Procedure Changes and other Voting Situations: Votes will be conducted online to allow for remote participation and ensure every institution's access to have a voice. Online voting forums will be open for 14 days and should be completed within 30 days of the meeting.

Section 3. Online election rules: These rules shall apply to the election of officers and for changes to the Norms & Procedures.

- Online elections will be accomplished via survey tool
- Election forum will be open for 14 days
- One vote per institution
- Invitations to vote will be distributed via the DA contact list.
- Simple majority constitutes an election.
- Minimum of 15 institutions constitutes a quorum for election.
- Director will facilitate online tool elections

Section 4. Election Timing: Recurring elections will happen at or following the spring WACTE Data Summit/DA meeting. Norm & Procedure changes will go into effect following the vote and new officers will start in the fall.

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Section 5. Nominating Representative: At the request of the DA Executive Committee, one member of the DA group will serve as nominating representative. This is a volunteer/appointed position.

- Duties: In consultation with the Director, the nominating representative will recruit a list of potential candidates and present them for the spring election.
- Efforts will be made to maintain balanced executive committee perspectives by seeking potential candidates from a mix of public, private, small, and large programs.

Article IV
Data Administrator (DA) Executive Committee Officers

Section 1. The officers of the DA Executive Committee shall consist of a Director, Associate Director, and Secretary.

Section 2. Director - The Director shall:

- Serve as WACTE DA group representative
- Coordinate with WACTE DA Liaison
- Set meeting agendas
- Lead meetings
- Report group meeting highlights during WACTE general meetings
- Consult with nominating representative and executive officers on potential Associate Director and Secretary candidates
- Represent the DA group with PESB
 - Attend PESB meetings in person or remotely when data and reporting related issues are discussed
 - Coordinate DA representation at PESB Meetings when unable to attend in person or remotely
 - Develop relationship with board members to serve as guide with respect to data and indicator questions
 - Prepare DA public comment at PESB meeting when necessary about data collections requests
 - Partner with PESB for April meeting to assess new data collection requests from PESB
- Train incoming Associate Director and Secretary
 - Introduce to external bodies (PESB, WACTE, ERDC, OFM)
 - Review current DA group processes and tools

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Section 3. Associate Director - The Associate Director shall:

- Circulate public comments to DAs for feedback, edits, and signature when in agreement
- Partner with Director for representation on external meetings
- Manage Norm & Procedure amendments and proposals
- Partner with the Director on developing meeting agendas and nominations
- Welcome and connect new Data Administrators to the group

Section 4. Secretary - The Secretary shall:

- Manage DA filing system (currently on Google Drives)
- Record, post, and distribute meeting minutes
- Update DA contact information in Google Drive
- Partner with the Director on developing meeting agendas and nominations
- Welcome and connect new Data Administrators to the group

Section 5. Officers will be active during Fall through Spring

- Primary meetings and duties fall within the nine-month academic year
- Limited availability during the summer may be necessary

Article V
Changes to Norms & Procedures

Section 1. Proposed changes: DA's may submit requested changes to the Norms & Procedures in writing to any member of the DA Executive Committee at least thirty (30) days prior to meetings or changes may be proposed through action originating in the DA Executive Committee.

Section 2. The Associate Director shall be responsible for distributing any proposed Norms and Procedures initiated in accordance with Section 1 of this Article to all DA members for consideration at least 14 days prior to the meeting at which the Norms and Procedures are to be considered.

Section 3. Proposed changes to the Norms & Procedures shall become effective at the end of the WACTE DA meeting at which approved by appropriate majority. See Article III for membership and voting rules.