

MCOE CALPADS Committee

April 23, 2014

Minutes

1. Present: *Laura Gomez, Joe DeRuosi, Justin McCollum, Constantino Silva, Juanita Martinez, Julie High*

2. Best Practices Regarding Data Entry: *We considered two documents: Examples of Best Practices Regarding Data Entry Adapted from Forum Curriculum for Improving Education Data: A Resource for Local Education Agencies, and excerpts from Data Management Best Practices and Standards.*

Particular attention in our discussion was focused on the idea that, “Data management is about individuals and organizations as much as it is about information, technology, database practices, and applications. In order to meet data management goals and standards, all involved in a project must understand their associated roles and responsibilities” (National Park Service, 2008).

Each MCOE department needs to consider both the best practices for data management and the uniquenesses of their programs in order to design clear and concise expectations for data management activities.

3. Future Meeting Schedule: *May 7, May 21, June 4*

National Park Service. 2008. Data Management Guidelines for Inventory and Monitoring Networks. Natural Resource Report NPS/NRPC/NRR—2008/035. National Park Service, Fort Collins, Colorado. Online: Accessed May 2009. http://science.nature.nps.gov/im/datamgmt/docs/DMPPlans/National_DM_Plan_v1.2.pdf