


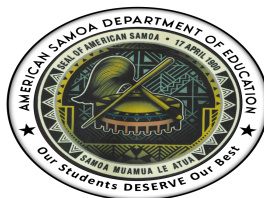


# **AMERICAN SAMOA DEPARTMENT OF EDUCATION**

## **K-12 DATA GOVERNANCE POLICY**



**Prepared by:**  
**ASDOE Data Governance Committee**  
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**Version 1.1**



# DATA GOVERNANCE POLICY

July 1, 2022

## PURPOSE

Data governance is an internal system of processes and procedures for data management and exchange in a secure manner and supports decision-making by all divisions and offices within the ASDOE. It contributes immensely to the effectiveness of the ASDOE data systems, the American Samoa Center for Workforce and Education Statistics (ASCWES) Longitudinal Data System, and Power School, the Student Information System (SIS). As more data is required of the department and across specific government agencies, the security of all data contained within our data systems is critical, plus reassurances that privacy parameters are adhered to when sharing data with internal and external partners.

## POLICY STATEMENT

The American Samoa Department of Education (ASDOE) firmly believes in the motto that “Decisions are only as good as the data on which they are based.” The Data Governance Policy (DGP) affirms the department’s commitment to ensuring all data systems and processes are managed with efficiency. The DGP outlines a structured systemic approach for better data management, transparent data responsibilities, critical parameters, and processes to ensure the accuracy, validity, and privacy of all student, staff, and program data.

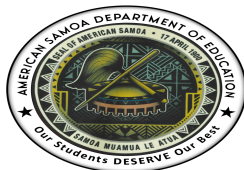
## SCOPE

The ASDOE Data Governance Policy focuses on the validity, reliability, and management of its data. It promotes the standardization of data collection, reporting, and sharing; therefore, **any** data collected in the form of assessments, surveys, checklists, research, etc. by ASDOE divisions, offices, schools, and external agencies will be subject to data management parameters and review set forth by the DGP.

## BENEFITS

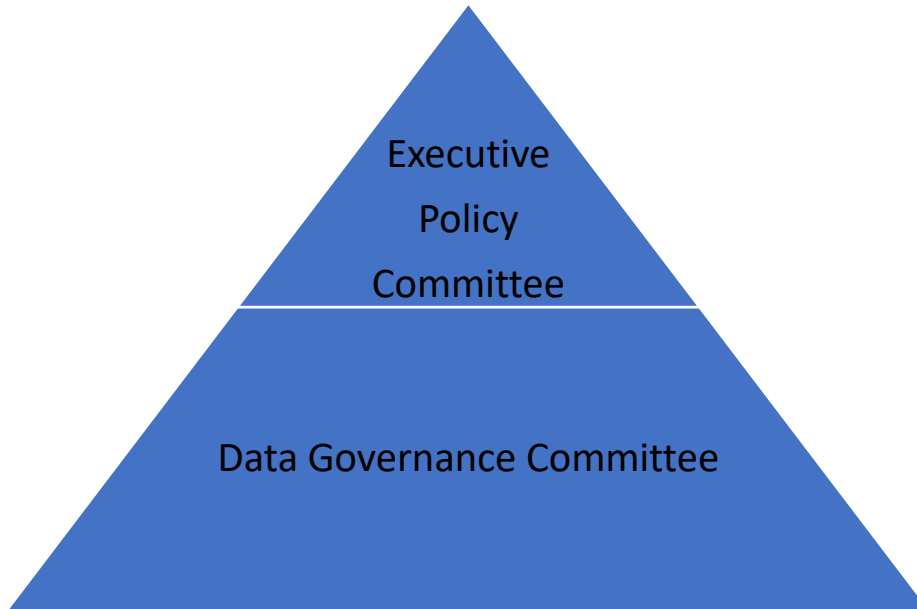
An effective Data Governance Policy will enable the ASDOE to:

1. Effectively consolidate data from all its programs and facilitate the secure exchange of data within and outside of the department.
2. Prevent redundancy and duplication of data processes.
3. Be more efficient through accountability and transparency.
4. Safeguard the quality of data collected, entered, used, and shared.
5. Establish overarching standards for all data-related activities.



## DATA GOVERNANCE STRUCTURE

A 2-tiered governing body responsible for the development and implementation of the Data Governance Policy:



## ROLE & RESPONSIBILITIES

*Executive Policy Committee:*

Director, Deputy Directors, Assistant Directors, IDS Program Director, and Data Governance Coordinator

- Approve governance and data policies
- Recognize data as a critical asset
- Provides support and commitment
- Holds all staff accountable for adhering to policies
- Resolves issues & major decisions
- Participate in scheduled monthly meetings

*Data Governance Committee:*

Data Governance Coordinator, Data Stewards, and IDS Program Director

- Approve data elements
- Establish department-wide standards, processes, and procedures



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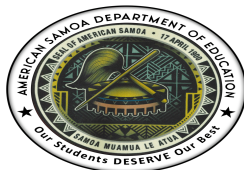
- Communicate as necessary with Executive Policy Committee
- Review all proposed changes to policies
- Troubleshoot and resolve all critical issues presented
- Participate in scheduled monthly meetings

*Data Governance Coordinator:*

- Responsible for overseeing the establishment, improvement, monitoring, and training of the data governance and data quality policies and processes for the organization.
- Works with the Data Stewards and Integrated Data Systems staff to ensure data is collected, stored, shared, and reported in a manner consistent with the needs of the ASDOE.
- Responsible for seeking out program, process, and technological improvements that will (1) foster improved data quality and appropriate use of data; (2) eliminate redundancies; and (3) reduce the data reporting burden on districts through the use of better data collection processes, support, and tools.

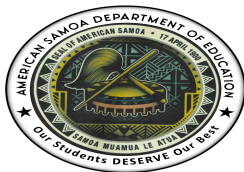
*Data Stewards:*

- Responsible for a given area of data throughout the information lifecycle, from collection through to use, regardless of where that data resides across the department
- Knowledgeable about the program's policies and the data required to support the program area
- Determine how data are defined, collected, quality-assured, and reported
- Review data releases
- Identify critical data issues and participate in work groups to resolve them
- Serve as a point of contact for schools
- Propose process and procedural improvements to improve data quality and division/office efficiency
- Communicate data governance policies, processes & decisions within the program areas



## GLOSSARY OF TERMS

- **Data:** The electronic representation of discrete facts.
- **Data Release:** Procedures for vetting and releasing data internally or externally.
- **Data Collection:** The process of gathering information systematically for analysis and reporting.
- **Confidentiality:** The responsibility of the person who has access to another individual's data is not to share the data without consent.
- **Data Documentation:** Information on the context of DATA COLLECTION, including collection methods (e.g., sampling, instruments, the technology used); data sources; DATA VALIDATION and modification; and data, CONFIDENTIALITY, ACCESS, and use conditions
- **Data Access and Privacy:** Determination of data access levels and data security measures.
- **Data Request:** A standard public request for information, or a request that is scheduled or recurring
- **Data Validation:** The inspection of data for completeness and reasonableness, and the correction of errors (e.g., incorrect values).
- **Data Users:** All ASDOE employees and interagency partners who access specific student data in the performance of assigned duties.
- **Personal Health Information(PHI):** Protected health information (PHI), is the, medical histories, tests, mental health conditions, etc. that a healthcare professional collects to identify an individual and determine appropriate care.
- **Personal Identification Information(PII):** Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.
- **Public Information:** "Any information, regardless of form or format, that an agency discloses, disseminates, or makes available to the public." 44 USCS § 3502
- **State Longitudinal Data System (SLDS):** A unit-level data system designed for the collection, management, analysis, and reporting of statewide education data over time and across programs.
- **American Samoa Center for Education Workforce Statistics (ASCEWS):** is the local longitudinal data system that contains a large store of data that has accumulated over time and is used to track trends, support analysis, and guide management decisions.
- **Family Educational Rights and Protection Act (FERPA):** A federal law (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student EDUCATION RECORDS; applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- **Power School-Student Information System (SIS):** the official ASDOE transactional data system (a system where people enter and manage data) that captures detailed student information such as demographics, attendance, grades, and assessment scores.



## STANDARDS, PROCESSES, AND DISSEMINATION

The Executive Policy Committee (EPC) delegates primary responsibility for the development and implementation of data standards and processes to the Data Governance Committee (DGC). The DGC will determine standards and processes, including but not limited to, those listed below;

- Data Access and Privacy
- Data Reporting
- Data Release
- Data Requests
- Data Use
- Data Collection
- Data Documentation

### EFFECTIVE DATE AND IMPLEMENTATION:

The policy is effective on the signature date and remains in effect indefinitely or until modified by the Executive Policy Committee:

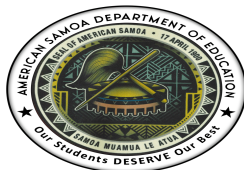
  
Talauega Dr. Samasoni Asaeli  
Director of Education

Date July 1, 2022



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Appendix 1		
Domain	Data Scope/Area	Divisions
Student	Enrollment and Demographics	Early Childhood Education (ECE) and Student Records (SR)
	Students with Disabilities	Special Education (SPED)
	Attendance	Elementary & Secondary (E&S)
	Behavior/ Social, Safety & Emotional Issues	Guidance & Counseling (G&C) and Juvenile Delinquency (JD)
	Grades	E&S (current) and SR (past)
	Assessments: SBA, ELPA, SAT, ACT, NOCTI, Work Based Learning Experience(WBLE), Advanced Placement(AP)	Testing & Evaluation(TE), CTE, Secondary
	Graduation/Drop-Out	GC and SR
	Career Interests	CTE
	Program Placement & Performance	Curriculum & Instruction (CI), CTE, Elementary, Secondary, Tech Integration
	YRBS	CI
	ERATE and National SLP	Education Technology (EdTech)
Teachers	Credentials/Licensure	Teacher Quality (TQ)
	Professional Development	CI, TQ, CTE, SPED
	Evaluation	E&S
	Attendance	E&S
Schools		
	School Directory	IDS
	High School Courses/Curriculum	CI, Secondary



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Appendix 2	
K-12 DATA GOVERNANCE COMMITTEE	
Areas	Data Stewards
<i>Curriculum &amp; Instruction</i>	Magdalene Augafa-Leauanae
<i>Teacher Quality</i>	Laborday Atanoa
<i>Elementary</i>	Puleai Aloese
<i>Secondary</i>	Mataua Aasa-Matai
<i>Career and Technical Education</i>	Fa'auisa Sotoa
<i>Special Education</i>	Jessica Tu'u
<i>Testing &amp; Evaluation</i>	Siaosi Siaosi
<i>Student Records</i>	Lupe Malele-Lameta
<i>Guidance and Counseling</i>	Wendy Lotulelei
<i>Early Childhood Education</i>	Angela Amata
<i>Integrated Data Services</i>	Lance Pelenato
<i>Accountability &amp; School Improvement Systems</i>	<i>Christine Le'iato (Data Governance Coordinator)</i>
	<i>Ruby Ripley</i>
	<i>Pualani Pulu-Fui</i>
	<i>Roberta Ripley</i>

