

Education Data Advisory Committee (EDAC) Frequently Asked Questions and Submission Guidelines

Frequently Asked Questions

1. What is EDAC?

The *Education Data Advisory Committee (EDAC)* was implemented by the Colorado Department of Education (CDE) as required by *Colorado State Law (22-2-304 C.R.S.)* to review data demands placed on Colorado public education and:

- Review the statutory and regulatory data reporting requirements applicable to school districts and public schools and determine whether the benefits derived from the reports are outweighed by the increased administrative costs,
- Identify those statutory and regulatory data reporting requirements that are duplicative or obsolete,
- Notify districts of mandatory data requirements from rule or statute,
- Advise the department on the impact of data practices and technology on school districts and public schools,
- FERPA,

The committee consists of at least eleven members, with at least five volunteers from school districts and two volunteers from boards of cooperative services and a volunteer from a charter school, the volunteers are appointed by the State Board of Education. School district/BOCES members are representative in terms of geography, enrollment and subject expertise.

2. Why was this committee created?

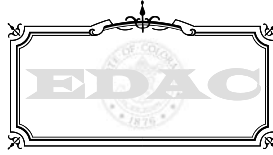
During the past several years there has been an increase in the use of data and, therefore, an increase in requests for data. This initially was fueled by the *Colorado School Accountability Reports* and the federal *No Child Left Behind Act and continues currently due to accreditation, SchoolView and the federal Education Data Exchange Network (EDEN) reporting system*. Demands from this increased quest for data may place unnecessary and burdensome demands on schools, districts/BOCES, and CDE. Furthermore, the State Auditors recommended a committee such as this in their June 2001 performance audit.

3. When does EDAC meet?

EDAC will meet at least ten times per year on the first Friday of every month except in January if the New Year holiday prevents the committee from meeting. The committee may choose to convene more frequently to meet the demands placed on it. Meetings are generally scheduled from 9:30 a.m. to 4:00 p.m.

4. What items need to be submitted?

Any data collections, surveys, and grant applications sent to schools, districts and/or BOCES, whether sent to all or just a few schools, districts, and/or BOCES, must go through EDAC before dissemination. This includes one-time, repeated (such as annual), and on-going collections.



5. When do I submit items to the EDAC?

Items for the EDAC should be submitted to the Data Services Unit at least one week before the meeting. This will allow time for reviewing the submission, setting the agenda, and mailing materials to the committee. Once committee members receive the materials, responses are sought from responsible colleagues to obtain pertinent feedback. EDAC bylaws state that for any EDAC materials not received at least seven(7)days prior to the meeting, EDAC has the discretion not to review them.

6. How do I submit items to the EDAC?

Contact Brooke Robinson (303)866-6840 in the Data Services Unit. The EDAC Review Form and EDAC Submission Guidelines are available online at <http://www.cde.state.co.us/cdereval/edacinfo.htm>. Fill out the Review Form if this collection is going before EDAC for the first time or if the collection needs a full review. If the collection has only minor changes and has been before EDAC in the past year and Update Form is acceptable. Return the form along with your data collection materials to Brooke Robinson.(Room 508 robinson_b@cde.state.co.us) It is helpful to have one paper copy and one electronic copy of each.

7. How often are forms reviewed?

Each collection is reviewed once a year. If a collection is brand new to EDAC a full review is required. In subsequent years an update approval may be acceptable if there are little to no changes from the previous year. Update approvals may be allowed up to 3 years then a full review is required. If a number of changes to a collection has been made a full review is necessary.

8. What can I expect at an EDAC meeting?

Each person is given a 20-45-minute timeslot depending on the number of reviews scheduled. Members of the committee will ask you questions about your data collection. The committee’s goal is to standardize data collection procedures and reduce the amount of duplicate information being asked by CDE and other state agency staff through data collections. It is not the intent of EDAC to tell you how to do your job; it is the intent to assist you by making data collection as uniform and user-friendly as possible. The committee has a few options concerning your request.

The committee can:

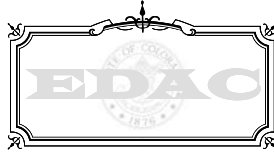
- Approve the data collection with changes noted,
- Approve as submitted,
- Hold for information noted, or
- Not approve for reasons noted.

9. What happens after the EDAC meeting?

If your data collection has been approved as submitted or approved with changes, you will need to e-mail your final version to Brooke Robinson, robinson_b@cde.state.co.us , once Brooke receives the final version an appropriate EDAC approval stamp will be mailed out. If your collection is on hold, you may need to meet with the committee again at a future date to rectify any issues from the committee.

10. Where will the Form Number and EDAC Approval Stamp be placed on approved documents?

One goal of the EDAC is to help lessen the burden of data collection for district/BOCES staff by having some consistency throughout data collection documents/forms. You will need a space for the EDAC stamp in the footer of documents. This way district/BOCES staff will know where to look for the form number and EDAC approval stamp on every data collection document. *(For more information see Stamp Placement below the Checklist)*



EDAC Stamp Placement

When an EDAC stamp arrives please add the stamp to the documentation as soon as possible. It is important that the EDAC stamp is visible on all Colorado Department of Education (CDE) data collection documents so that local educational agencies know that the data requested has been reviewed and approved by their peers.

Q. Where should the EDAC stamp be placed on the documentation?

A. The EDAC stamp should be placed on the documentation so that everyone knows that it is current and approved. If you have a form that needs to be submitted to CDE, please have the stamp on that form. This way everyone will know that the current form is being used for data submission. If the document format allows, the EDAC stamp can be shown in the document footer.

Q. What if the forms are web based or automated?

A. If the forms are web based or automated it should have the stamp placed somewhere visible on the website or automated form.