

MLTI Advisory Board Meeting
State of Maine East Campus Augusta ME 04330
March 13, 2020
Meeting Summary

Feedback

A review of the Advisory Board's meeting feedback protocol was completed. The Advisory Board follows a feedback protocol loop that begins with a feedback form at the conclusion of each meeting and ends with the Maine DOE Team's review and action. The feedback form responses span a spectrum of needs, from reducing the time spent on lunch to the content of future meeting agenda. The feedback loop is a method to ensure the MLTI Advisory Board members have the tools and environment to be able to work productively, develop as a team, and design the MLTI v2.0 program in a timely and efficient way.

Review/Update/Finalize the Data Work Groups' Spreadsheet

Board members finalized the MLTI v2.0 data needs assessment spreadsheet. The data spreadsheet is the culmination of board work that began in January 2020, was refined in February 2020, and finalized in March, 2020. The MLTI v2.0 data spreadsheet contains data points that Advisory Board members identified would be needed to help them determine the components of MLTI v2.0. The board determined and documented, in the data needs spreadsheet, the data point needed, what the data would inform, the source of the data, and the data question. The information detailed in the data needs spreadsheet will be obtained from a number of sources that were also identified including Maine DOE public records, Maine DOE MLTI records, and a survey that will be distributed.

A Review of Data Available

The Maine DOE Team reviewed the data needs spreadsheet and presented data that is available from the Department's records. A number of data points that were identified by the Board can be obtained from existing records on file with the Department. The DOE team extracted the data points and provided the Advisory Board with details on the data point, data source, what the data revealed, and finally, limitations of the data.

Data Collection Action Plan

Board members began work to create a data collection plan for the data points that had been identified as needed, but not available from existing sources. The data collection plan will be the foundation for a data survey.

Adjournment

The meeting adjourned early at 1:30 PM as board members were being called back to their districts and organizations to address increasing concerns related to COVID-19.
