DRAFT MINUTES

Institutional Data Review Committee

September 16, 2024 1:00 p.m. (virtual)

Attending: A. Labrinidis (Chair), D. Yang, L. Parker, A. Brodish, J. Woodward, C. Burton, J. Helm, J. Baldwin, A. Graham, A. Saptono, L. Gift, M. Spring, J. Killmeyer, B. Hart, J. Johnson (Guest)

Absent: None

Meeting called to order at 1:00 p.m.

Labrinidis opened the meeting introducing Dr. Jeffrey Johnson, Vice President and Dean of Academic Affairs at the University of Bradford. Johnson attended to answer questions relating to the proposed use of Canvas learning management systems data with Dropout Detective.

➢ Dropout Detective – the Committee discussed further the request submitted in July for the use of a solution called Dropout Detective to provide early warning to academic advisors when students are experiencing academic difficulty. The system utilizes Canvas log data to track student activity in Canvas-managed courses, completion of assignments, and related information. The publisher, AspirEDU has provided the following assurances:

1. Canvas data supplied by the University will not be given to any other party, used for any non-approved purpose, or used to train AI models.

2. The University has the right at any time to require AspirEDU to delete all University data from its systems.

The Committee previously learned that the package has been approved through the Pitt IT Vendor Security Review process, Contract language will be approved through established purchasing processes in consultation with the Office of University Counsel.

Recommendation: The Committee voted unanimously to recommend permitting the use of Dropout Detective in connection with Canvas data with the following conditions, consistent with the Data Values and Principles adopted by the University:

1. Students and faculty are informed of the use of the solution and have the ability to opt out of participation.
2. Information obtained through the use of Dropout Detective will not be used to evaluate faculty performance.

Labrinidis will forward the Committee's recommendation to Vice Chancellor and CIO Mark Henderson for formal approval.

➢ IDRC Process

Labrinidis presented an informal PowerPoint slide deck diagramming the process for receiving and Committee review of data use proposals. A copy of this deck is available in the Committee's Teams folder for further review. Discussion on refinements and questions about various steps were raised. Labrinidis will revise the deck for the next Committee meeting.

➢ Next Meeting: October 21, 2024 1:00 p.m. via Teams

➢ Adjournment: 1:45 p.m.