

Student Census Technical Advisory Group Terms of Reference

Purpose of the committee:

The purpose of the Technical Advisory Group (TAG) is to give advice, opinions and make recommendations in the design of methods for data collection (e.g., survey development and implementation), analysis (e.g., determining disparities and disproportionalities among student outcomes relative to identity) and the representation of results (e.g., specifically how the information is reported and shared). Most importantly, the purpose of the TAG is to ensure that multiple and diverse perspectives are applied to the analysis of Student Census data to minimize the risk of bias.

Term:

The term for committee members will be two years, starting in September 2024. Terms for students and parents/family members/caregivers will be flexible to meet the members' needs.

Objectives:

The TAG will build upon the existing framework for data collection, analysis, and communication of Student Census data. This framework will be designed to allow for the comparison of 2020 Student Census data, to 2025 Student Census data, and subsequent datasets. The TAG will also build upon a previously co-developed baseline standard to support reporting and representation of student identity data that is respectful, empowering, and meaningful.

Meetings:

The TAG will meet for the first time in September 2024. In this first year, the TAG will meet bi-monthly September to March, after which time it will meet monthly starting in April (excluding July and August) until the survey is implemented. Further meeting frequency will be determined by the membership once the data collection is complete. The meeting format may be in person/hybrid or virtual depending on the availability of meeting space and the preferences of the committee.

Membership:

Members of the TAG will be able to offer diverse perspectives and/or lived experiences including (but not limited to) anti-Black racism, anti-Indigenous racism, anti-Semitism, Ableism/Disabilities, Homophobia, Transphobia, Islamophobia, geographical diversity (e.g., urban, rural), and/or Poverty/Classism.

Experience in the data collection, analysis, and/or reporting of identity-based data is strongly encouraged to support the purpose of the TAG. An understanding of the [Anti-Racism Data Standards](#) would also be an asset. The TAG is an integral support for the Student Census process.

Participation in the committee offers added benefits to its members as a rich learning experience including exposure to new ideas and perspectives from other members; networking; and an opportunity for meaningful involvement on a Limestone District School Board working committee.

Formal recognition of committee participation may be offered by the Superintendent upon request (e.g., letters of reference). Any student who participates in the TAG will be offered community service hours in addition to their OCAP® training (*see note below*) and a letter of reference.

Ideally, the core membership of this committee will include **at a minimum**:

- One Limestone secondary student
- One Limestone parent/guardian/caregiver (who is not a Limestone employee)
- One Limestone employee
- Two community members that are not employed at Limestone
- One member who self-identifies as Indigenous

Permanent internal members include:

- Two Research Analysts (Co-Chairs)
- One Superintendent (Equity and Inclusion)
- One Equity Consultant/Human Rights and Equity Officer

Additional members-at-large may be consulted on an *ad hoc* basis to offer guidance on specific identity groups, statistical methods, or other areas where specific expertise is required. A member of the Board of Trustees will be appointed as a Trustee Observer on this committee.

Please note: All members must be trained in the [Fundamentals of OCAP®](#) offered by the First Nations Information Governance Centre. All members who are not trained must be willing to participate in training which will be provided at the Board's expense.

Expectations of Members:

Members will attend meetings on a regular basis and provide notice if unable to attend. Members will be removed from the TAG email list after they miss three meetings without notice, with the option to rejoin. Members are expected to offer a critical perspective of approaches to data collection, analysis, and reporting. Members will not have access to any raw Student Census data but will view aggregated and analyzed data to support their contributions to the project. Members are asked to sign a confidentiality agreement prior to the start of their term. Members are expected to share space and speaking time; to engage respectfully at all times; and to adhere to a shared code of conduct (to be formed at the first TAG meeting).