

Data Governance Committee (DGC)

Meeting Notes

Date 05/19/2022

Phone/Webex; 10:30am to 11:40am

Attended	Commission	Name	College
X	Co-chairs	Carmen McKenzie	SBCTC
X	Co-chairs	Jennifer Tuia	South Puget Sound CC
	Business Affairs Commission (BAC)	Ed Jaramillo	Skagit Valley College
x	Business Affairs Commission (BAC)	Linda Schoonmaker	Big Bend Community College
	Human Resources & Management Commission (HRMC)	Vacant	
x	Human Resources & Management Commission (HRMC)	Josh Ernst	Seattle Colleges
	Information Technology Commission (ITC)	Brandon Ray	Lower Columbia College
	Information Technology Commission (ITC)	Eva Smith	Edmonds Community College
	Instruction Commission (IC)	Vacant	
	Instruction Commission (IC)	Vacant	
x	Public Information Commission (PIC)	Katie Rose	SBCTC
x	Public Information Commission (PIC)	Janelle Runyon	SBCTC
x	Research and Planning Commission (RPC)	Summer Kenesson	SBCTC
x	Research and Planning Commission (RPC)	Michael Horn	Cascadia
	Student Services Commission (WSSSC)	Vacant	
x	Student Services Commission (WSSSC)	Ruby Hayden	Lake Washington Institute of Technology

Next Meeting:

Next Meeting is: June, date TBD

Meeting Notes:

Agenda:

- Status updates on current projects
- Data Governors assistance in recruiting for DemoCom
- New CtcLink governance and DGC involvement
- 22-23 work plan review
 - Possible to new task for an enhancement request to stop SSN's from being assigned to more than one EMPLID.
- Are we taking July and August off?

Notes:

Summer Off

We need a June meeting for UAT regarding the DPA. Carmen will talk to app services with regards to readiness. We will use July and August to recruit vacant positions. Janelle is leaving the committee, leaving a vacant spot in the Public Information Commission slot.

Status update on DPA

Carmen will work with App services for UAT. Once complete, the next step is to work on implementation over the next month or so. Carmen will draft a communication component regarding the UAT for a data alert distribution. We will review/finalize the language at the June meeting and then send it out.

CtcLink Governance Plan

A new CtcLink Governance plan has launched, the document is not quite ready for system wide distribution. The document identifies our group (DGC) as an approval group. The new CtcLink governance structure has representation from all colleges. Are there opportunities to more align DGC with the CtcLink collaboration group? Janelle stated that the working group will stay as is and for now. Carmen is a voting member so at this point it is business as usual. It would be convenient to have a person on our group that is also on the college collaboration group for tie-in. We will watch it month-to-month see how it goes and determine if we need to do anything different.

Membership

DGC membership is missing critical representative. There are several positions that have been vacant for quite some time. Carmen will discuss with Grant and Carli and ask for escalation regarding IC representation. An opportunity could be to generate a statement that without IC input, decisions related to instruction may be made without their commission or council input. This is a bit negative, but the ask for participation has been consistent to no avail. DemoCom representation is also needed. A critical position is a representative from DEOC. All of us will reach out to our commission with the roles

that need filled. The DGC must be a commission representative. The DemoCom representation doesn't necessarily need to be a commission level spot. Carmen will draft an email for data governors to send out to the commissions. If we are able to recruit over the summer perhaps we will have the vacant slots filled by the fall meeting.

Status update DemoCom Ethnicity proposal

DemoCom is meeting tomorrow and will review the final pieces of feedback. There wasn't anything in the feedback that would delay the implementation. There will probably be some changes both wording adjustment and discussion about additional ethnic backgrounds to include which were the most common comment then move forward with additional higher-level race category based on the framework. If DemoCom finalizes proposal then it can go to DGC for a vote. Carmen will send an exact statement of what we are voting on. Jennifer will create a survey to gather the responses. DemoCom is also working on a variety of tasks via sub-committees. One item is discussion regarding the question for self-service. They have drafted questions and shared with RPC as well as with the Perkins liaison at SBCTC to go over language. Carmen is also working with IT about technical solutions. Once that is complete in fall hopefully, a proposal for our group and system feedback.

Discuss and prioritize work plan

- Data security canvas training, Brandon will assist Carmen. He also brought it up at ITC for additional support.
- There appears to be a valid reason based on one response (dummy class). There needs to be a standardization so it's not included in FTE, Warehouse, etc.
- GRD in CNET! This is the trigger to include in GPA. There are transactions in CE that we need to track but enrichment we do not need to track. Maybe a new program area in Continuing Ed for differentiation. Any enrollment that needs tracked that has impact on funding and should be included in state and federal funding. Next step is to identify the subcommittee.
- **Demographic Subcommittee activities**
 - Ethnic Back ground Proposal
 - Adding questions to self-service
 - Student
 - Employee
 - Primary Indicator for Race
 - Implement the collection of Pronouns in ctclink
 - Develop proposal for appropriate use and terminology in ctclink for legal, chosen, primary, preferred, etc. names
 - Review current integration of bio-demo in ctclink CS and HCM
- **Data Usage and Privacy Statement implementation**
- **Finish SOGI implementation**
 - Planning to begin HCM implementation after DG6 is live
- **Data Classifications**
 - Data Security Canvas Training. Brandon will assist Carmen. Brandon also brought it up at ITC for additional support.

- Best Practices using EMPLID
 - Compile and provide to the DGC for continued discussions
- **SSN configuration to restrict being assigned to more than one EMPLID**
- **Dummy Classes**
 - There appears to be a valid reason based on one response. There needs to be standardization if this is truly a need so the information is not included in FTE, Warehouse, etc.
- **Continuing Education Data Structures**
 - Another issue that has come up is grading in CNET. This is the trigger to included in GPA. There are transactions in CE that we need to track but not CE enrichment classes. Maybe create a new program area in CE for differentiation. Any enrollments that needs to be tracked that have an impact on funding and should be included in state and federal funding calculations. The next step is to identify a sub-committee for this work.
- **Possible new task: Vendors with access to ctclink data**
 - What data should or should not have access to
 - Any guidelines?
 - Is this addressed under IT Governance?
 - Is this addressed by college or system level?
 - Carmen will talk with Grant about where this belongs, DGC or elsewhere?

Voting

Only decisions regarding coding require a vote. Eight votes representing seven commissions and one State Board will vote. Voting shall be approved by two-thirds (or 6) votes.

Data Governors to do/Things to remember:

- The below items were from the prior month and these are moved to next year's work plan
 - Continue to monitor Pop-Up DPA in development
 - Carmen will create system communications regarding the DPA
 - Carmen is meeting with Continuing Ed / and Carolyn regarding CE course numbering
 - Carmen to develop a problem statement and feedback form for dummy classes
 - Carmen to develop an EMPLID best practice document framework for DGC to build on
 - Carmen will develop a problem statement and usage guidelines about grading basis standard usage