

Data Governance Committee (DGC) Meeting Notes

date 9/14/2017

Phone; 10:30am to 12:00pm

*Highlighted = attended

Co-chairs

*Susan Maxwell

Clark College

*Carmen McKenzie

SBCTC

Business Affairs Commission (BAC)

Terence Hsiao

Cascadia Community College

*Linda Schoonmaker

Big Bend Community College

Human Resources & Management Commission (HRMC)

*Holly Gorski

Pierce College

*Marshall Sampson

Green River Community College

Information Technology Commission (ITC)

*Brandon Ray

Lower Columbia College

Eva Smith

Edmonds Community College

Instruction Commission (IC)

John Martens

Centralia College

*Tod Treat

Tacoma

Public Information Commission (PIC)

Katie Rose

SBCTC

*Janelle Runyon

SBCTC

Research and Planning Commission (RPC)

*Joe Duggan

Edmonds Community College

*Katie Brenkman

Peninsula

Student Services Commission (WSSSC)

*Dave Paul

Skagit Valley

Ruby Hayden

Lake Washington Institute of Technology

Next Meeting:

October 5, 2017 at 10:30am

This meeting will be WebX. As you sign in it may help others if you put your commission in parentheses so everyone knows which commission we represent. Once you enter your name and email you can enter your phone number and then you receive a phone call (instead of you having to dial in). If you are not at a computer there is a number to call in.

2017-18 meetings (as currently scheduled)

9/14/17

10/5/17

11/9/17

12/7/17

1/11/18

2/8/18

3/15/18

4/12/18

5/17/18

Meeting Notes:

Agenda:

- Course Attribute Management Vote – Susan will send out notification and request for vote.
- PLA revisions – review and collect input
- Legacy PMIS Employee Type Category coding – definition needed to differentiate between Administrative Exempt and Exempt Professional/Technical.
- Update on subcommittee work
- WACTC-Tech Draft 2017-18 Work Plan discussion - Data Governance Review
- Inclusion in ctcLink Governance
- Local Data Governance, Data sharing policy and procedures

Notes:

- **Course Attribute Management Vote – Susan will send out notification and request for vote.**
Dave and I vote yes for WSSSC. Ruby.
SBCTC - yes, Carmen
BAC - yes, Terence
IC is yes - Todd Treat
PIC - yes, Janelle
ITC- yes, Brandon
HRMC-Marshall no vote
RPC - yes – Joe

7 yes, 1 not voting yet. Approved

- **PLA revisions – review and collect input**

Academic credit for prior learning (ACPL) is what we should be calling this

When credits are awarded this way JTC wants them noted as ACPL on transcripts.

Electronic transcripts has been a challenge to modify. There is the pdf of the report. The PeopleSoft electronic transcript was created to look like the legacy version.

PeopleSoft transcript report section called “Other credits” are now called “Academic credit for prior learning or other credits” because Tech Prep is also coded using Other Credits.

Legacy uses section codes, but these do not show on transcripts.

Solution: transcript note must be entered to indicate the type of credit earned for both PeopleSoft and Legacy. This can't be easily reprogramed in legacy for electronic (would take a year and has a cost).

JTC is being consulted to see if looking at the report that accompanies the electronic transcript will be acceptable to the universities.

ARC will be updated in October, but Scott Copeland has been part of the workgroup.

- **Legacy PMIS Employee Type Category coding – definition needed to differentiate between Administrative Exempt and Exempt Professional/Technical.**

Trying to snapshot PS data for employees with FTEF and FTES. A new Personnel Data View – quarterly snapshots of staffing data is being created. Carmen will present to RPC.

Situation: map PS to Legacy codes for employee type.

Marshall says (A) Administrative are different than (E) Exempt professional technical and need to remain that way. However, Darby K. feels like we do not have a good definition of the two codes. Reasons why they should remain separate:

- Colleges appear top heavy if they are all in one group, so 1st line supervisors or directors (E) are separated from (A) administrators.
- Some exempt employees (E) at schools are unionized whereas Administrators are not eligible to unionize

SBCTC usually just combines A and E into one group for reporting. But for college comparisons it is necessary to look only at Admins. Different colleges are more heavily classified or exempt – so it's hard to compare at the upper level if grouped together,

What is difference between L - paraprofessional and O – Para-Professional ?

Carmen will put together some information related to this coding and provide it to Marshall and Holly. They will take it to their commission to come up with a proposal. Colleges would need to recode their data to make it useful. Very important to accurately define and code Administrative (A).

Would like HRMC to take this on, with input from RPC.

- **Update on subcommittee work**

Carmen has not yet scheduled a committee meeting. However, she has been working on data quality in her work.

Susan – working on a document. Primarily we will need to determine what part of the name goes into the first, second and third sections. Also need some staff training so they understand names.

- **WACTC-Tech Draft 2017-18 Work Plan discussion**

Data Governance Review

How should this review take place? Centers of excellence have a review process. RPC could come up with a review plan because RPC sponsors us. We should do some self-assessment ourselves. What are the outcomes we hope to achieve? RPC would need to weigh in on whether or not they feel like we have had an impact?

Report out – so WACTC can validate or redirect. Sounds like a need for more of an internal document, us reflecting out.

- **Inclusion in ctclink Governance**

Carmen would like to have an actual college rep for data governance, not just her, on the ctclink Working Group. The group is looking to keep the group small and already removed people, so not likely. Therefore, we need to discuss what the data governance role will be.

- **Local Data Governance, Data sharing policy and procedures**

Todd Treat asked “What do other colleges do?” Is there a policy, a person who must sign the agreements. Ready to Rise came up as an example. Dave says their IR office reviews all data sharing agreements.

We should recommend that this is part of what a local data governance committee does (Susan add to my doc). Carmen says there is specific language, and destruction requirements. We could create a common data sharing policy for colleges to adopt.

Data Governors to do:

Carmen to send ACPL document to the committee for review. Waiting for the QRG to be updated.

Holly – HRMC workgroup to create definitions for employee type