

Data Governance Committee (DGC) Meeting Notes

date 10/5/2017

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 (Carroll)

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:

November 9, 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 upcoming meetings (as currently scheduled)

12/7/17

1/11/18

2/8/18

3/15/18

4/12/18

5/17/18

Meeting Notes:

Agenda:

- Discuss details of implementing the Course Attribute management proposal approved at our last meeting,
- Discuss the Prior Learning Assessment coding instructions (ACLP proposal sent out via email on Monday,
- Discuss how to track Administrative Exempt employees type in PeopleSoft HCM,
- Update on sub-committee work (names and data quality/charter), and
- Update on HRMC workgroup to create definitions for employee type

Notes:

- **Discuss details of implementing the Course Attribute management proposal which was approved at our last meeting:**
 - Carmen looked at current course attributes and which are global and local
 - Request creation of new attributes – one for each college
 - C220 for Tacoma, values would be what is added
 - Move those currently in use at first links to their new college attribute
 - Delete those attributes not in use
 - Tech prep can be removed, not used – have another way to track
 - Colleges will need to recode before they can be deleted
 - Carmen will check with Tacoma to make sure they understand course will transfer to class – Carol verified that not all courses have the attributes passed down

- **Discuss the Prior Learning Assessment coding instructions (ACLP proposal sent out via email on Monday)**
 - Call all ACPL classes out specifically
 - Will be in the transcript report
 - QRGs are updated for this process

- **Discuss how to track Administrative Exempt employees type in PeopleSoft HCM,**
 - PS has only one code
 - Carmen to talk to ctclink technical – HCM project team, there is a lot that is triggered by employee type in PS and it would require a lot of work to identify where this is all impacted and change the coding
 - Alternate would be to use a different code – Carmen is checking into this
 - This may need to be a request made through the new governance process and have this reviewed by the Working Group for a decision.

- **Update on HRMC workgroup to create definitions for employee type**
 - Holly not at meeting today, hold for next meeting

- **Update on sub-committee work (names and data quality/charter).**
 - Both sub-committees have stalled and need to work on documents before the next meeting.

Data Governors to do:

Carmen work with Tacoma on course attributes.

Carmen work with HCM on alternative coding options.

Holly – HRMC workgroup to create definitions for employee type.

Carmen and Susan meet with sub-committees.