

# Data Governance Committee (DGC) Meeting Notes

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**date 11/9/2017**

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:

December 7, 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)

1/11/18

2/8/18

3/15/18

4/12/18

5/17/18

## Meeting Notes:

Agenda:

- Update on the status of differentiating between admin exempt and prof/tech exempt.
- Update on the status of implementing the course attribute changes. - Carmen
- Update on data quality metrics and ctcLink project data quality. - Carmen
- Local data governance update - Susan
- RPC commission / council / committee reviews using DGC as a pilot. - Susan

Notes:

- **Update on the status of differentiating between admin exempt and prof/tech exempt.**  
When PS was originally configured, they just created one value for admin exempt prof tech. For reporting people want to separate, or be able to separate somehow. It is not a good idea to add a new EmplType. Has a number of ramifications to how the system works. EmplClass is at the person level. EEO JobGroup – can select a subcategory. How do we accomplish this technically and what is the definition? This is in testing now.  
  
Eva says it makes more sense being applied to the position. John says this does meet the needs. Carmen would like to gather more information about the structure and what can all be assigned. May need good documentation around how to accurately code this and how this is recoded in the data warehouse.
- **Update on the status of implementing the course attribute changes. – Carmen**  
We voted previously and Carmen looked at course attributes being used at FL. Carmen needs to put in a request to deactivate and activate codes. Then we need to add values. Carmen has worked with FL colleges. Would like Tacoma to change codes of pathways so the codes group together.

Activate Course Attribute			
<b>C220</b>	<b>Tacoma Defined Attributes</b>		CLSRCH = N
	INST	Instructional Assistance	CLSRCH = N
	AEGS	Distinction pathway	CLSRCH = N
	HONR	Distinction pathway	CLSRCH = N
	SUST	Distinction pathway	CLSRCH = N
<b>C171</b>	<b>Spokane Defined Attributes</b>		CLSRCH = N
	FREE	Free Course Materials	CLSRCH = N
<b>C172</b>	<b>Spokane Falls Defined Attributes</b>		CLSRCH = N
	FREE	Free Course Materials	CLSRCH = N
<b>SLCM</b>	SLCM	Low Cost Course Material	CLSRCH = Y
<b>SLER</b>	SLER	Learning Communities	CLSRCH = N

Possible system level 1) low cost course materials (Ed division need to define). 3500 students have responded to a survey and \$50 seems to be the threshold for low cost to students. These attributes can then be searched. 2) Learning communities. TCC wants that to be searchable. LC at TCC are classes combined – same cohort, like Clark’s. Can we come up with 2 or 3 standards so that data can be coded accurately?

Susan - if the data is at a state level we should have it coded consistently so that we meet future reporting needs. Is there another coding option that works for reporting? Carmen says table class\_instructor can have more than one instructor so we have that data. We can also have one state attribute for LC and then have some attribute values to define a) multiple instructors b) shared work c) simply the same cohort – no real faculty working together. This seems like the best option.

- **Update on data quality metrics and ctclink project data quality. – Carmen**

In the data quality meeting with Saul we discussed data quality metrics (FTES and ctclink cleanup). Carmen will send document to group about 6 dimensions of data quality. Would like for data to be system level, but then be able to drill down to each college. This would allow colleges to see who is doing well so we have a resource to contact about business processes. All together also allows you to see common patterns and determine if there a root cause. Ideally, this report would allow people who need to do the data cleanup (with the appropriate security) to drill down and see what records need to be fixed.

Data quality assurances have been included in the ctclink response to the Gartner report, so this is a requirement for ctclink to move forward.

- **Discussion about COP and Metalink**

Anyone can have access to **MetaLink**. To have access to view or modify data dictionaries requires a user name and password But there is public access to the search tools (for queries, SQL scripts and report searches) that does not require log in. It’s available at <https://dataservicesmetalink.sbctc.edu/Reporting>. Send an email to Carmen to request access to edit.

There is also a **Golden Gate** sandbox that folks can get access to. We are limiting this access to IT and IR staff as it does take some technical ability to use it since it is an Oracle database, no

application on the front end. It would provide the structure plus some example data in each table. It's actually old Tacoma data that has been de-identified. Any IT or IR person can get access to Golden Gate, but we are trying to limit the number of users per college to no more than 5 per the ITC/IPC best practices. We do ask that the IT director at the college sign off on the person's request to gain access, per the ITC's request.

[Link to recording of COP](#) . Contact Jo Munroe, Community of Practice Coordinator, SBCTC, [jmunroe@sbctc.edu](mailto:jmunroe@sbctc.edu) ; (360) 704-3914 to receive an invitation to the community of practice.

Thursday Nov 16 10:30am to 11:30am. Hello Query Developers! Just a friendly reminder about the [Query Fundamentals Lab](#) hosted by Data Services where we work on different aspects of ctcLink Query Development. This week the lab will be a presentation on Metadata and how we can learn and share information about PeopleSoft Query data elements. Thanks! Paula  
Go to <https://sbctc.webex.com/sbctc/k2/j.php?MTID=t40c2728ee3f355d9e91043f0ba8fa789>  
Session number: 926 319 683      Session password: psquery

- **Local data governance update – Susan**

Susan walked through the template. Email feedback:

This is a really great work and I look forward to sharing it with our knowledge management team (TCCs DG group). Tod

I like the RACI model. From an IT perspective, if we are going to the trouble to identify all the data, it would be nice to classify the data according to its security requirements at the same time:

Category 1 – Public Information

Category 2 – Sensitive Information

Category 3 – Confidential Information

Category 4 – Confidential Information Requiring Special Handling

Also, it might be helpful to note which system has the "master" data (SMS, PPMS, etc.) and any systems that data is exported to or shared with. A final note is to not forget data that exists in the cloud. Brandon

Discussion:

Determine what data needs to be managed. Critical elements, cost.

Eva is chair of ITC. This is on the workplan to support data governance. We can say we will follow-up with colleges in Winter to see what they have accomplished and what help they need. Maybe we divide up colleges for each member?

Eva will turn into Google Doc so we can all edit. Tuesday Nov 28<sup>th</sup> it will go out to the system.

- **RPC commission / council / committee reviews using DGC as a pilot. – Susan**  
A group met last week at RPC to begin work on a template for evaluating the effectiveness of meeting groups. This will then be pilot tested on the Data Governance Committee. This was included in the WACTC-Tech work plan.

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**Data Governors to do:**

- Carmen will send document to group about 6 dimensions of data quality.
  - Eva will turn Data Governance Template into Google Doc so we can all edit. Tuesday Nov 28<sup>th</sup> it will go out to the system so please review by Monday November 27<sup>th</sup>.
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