

Data Governance Committee (DGC) Meeting Notes

date 12/7/2017

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 (WSSC)

Dave Paul

Skagit Valley

Ruby Hayden

Lake Washington Institute of Technology

Next Meeting:

January 11, 2018 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)

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. – Carmen
 - Discuss implementation
- Update on the status of implementing the course attribute changes. - Carmen
- Local data governance document feedback. – Susan
 - **Remember to review the document before the meeting!**
 - Where does this document get posted?
 - How do we get this out to people?
 - How do we track the status of data governance at the colleges?
 - How do we connect this committee to the college's DG workgroups?

Notes:

Update on the status of differentiating between admin exempt and prof/tech exempt. – Carmen

- Carmen talked to project staff. Job screen in PS, part of configuration. You have to put an EEO Job category for each employee. EEO 6 is exempt. Then you apply an EEO Job Group to narrow down.
- No coding manual exists for HCM at the state level. We need to have something for IR. Metalink will have some of the data. But is that enough? Marshall says not all schools are as willing to standardize, because they may be more unique. Not all colleges do an affirmative action report (runs counter to state law), and may feel like this is an extra step. However, this is at the job level so it not a large time impact to whatever staff is responsible for this. Even though steps may increase for one person there may be a positive impact further downstream. Users need to understand how the information they input is used.

- Discuss implementation – Carmen would add some detail in the datawarehouse so we can report at a more detailed level. Do we need to vote, do we need to take to commissions? Terence says put it in place and communicate it. Communicate the benefit to people – why have we done this. Allows us to track and report EEO for exempt. State can run the reports automatically and not have to go to the colleges.
- Terence suggests we need a rubric for what we need to review and what goes to commissions. Carmen mentioned the workbook that was developed. All agree to use the notebook. Carmen will add a tab for working with the governance process.
- What is the relationship between changes that we as DGC recommend and get the project staff to agree to change? Are we circumventing the ctcLink governance process?
- Jan 2019 PS upgrade is another upgrade timeframe option.

Update on the status of implementing the course attribute changes. – Carmen

- Carmen has put the request in to ERP staff and requested new codes.
- Talked to Tacoma about the added attributes
- 6/20/2018 – end date the options so we have to switch over

Activate Course Attributes Now				
C220	Tacoma Defined Attributes			CLSRCH = N
	INST	Instructional Assistance	CLSRCH = N	
	PAGS	Distinction pathway	CLSRCH = N	
	PHNR	Distinction pathway	CLSRCH = N	
	PSST	Distinction pathway	CLSRCH = N	
C171	Spokane Defined Attributes			CLSRCH = N
	FREE	Free Course Materials	CLSRCH = N	
C172	Spokane Falls Defined Attributes			CLSRCH = N
	FREE	Free Course Materials	CLSRCH = N	
SLCM	SLCM	Low Cost Course Material	CLSRCH = Y	
SLER	SLER	Learning Communities	CLSRCH = N	

- Must be a course attribute in order to use as a class attribute. We can change at the class level. Carmen says most of the coding is happening at the class level. Todd says colleges need to think through what is applied at course level and what is class.
- Learning Communities – WA center definition of learning communities, “A cohort of students taking 2 or more courses together.” <http://wacenter.evergreen.edu/what-is-an-lc>. LC will be a global attribute. We do want IC feedback on the definition to make sure there are no issues. Could send out via email along with the definition being developed for low cost.

Local data governance document feedback. – Susan

- We reviewed the suggestions in the document and Susan will edit and make final.
- Where does this document get posted? On the resources page Carmen will create a link to a new page for college data governance resources. This template can go there along with college samples of documents and policies.
- How do we get this out to people? Wait until the info is available on the web site. Then the primary method is through ctLink, as a data governance committee is a requirement.
- How do we track the status of data governance at the colleges?
- How do we connect this committee to the college’s DG workgroups?

Discussion about sharing resources and links:

Subject areas is a way to divide – Edmonds has a model Eva. Common data models exist – we could use that model

Imbed in doc, but also put some one the web site. Could use google doc.

Could eventually become a Community of Practice (COP) and require a space. This would be a canvas site.

Have each college have a person identified for data governance and they meet and get information from us – they are kind of an informal council under our committee. Maybe we could eventually coordinate some meetings.

Data Governors to do:

Data Governance on SBCTC web site – Carmen & Susan

Finalize template - Susan

Google Docs for resources - Eve

COP – Carmen look at getting a space