

# Data Governance Committee (DGC) Meeting Notes

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**date 2/8/2018**

Phone; 10:30am to 12:00pm

\*Highlighted = attended

## **Co-chairs**

\*Susan Maxwell

Clark College

\*Carmen McKenzie

SBCTC

## **Business Affairs Commission (BAC)**

\*Davina Fogg

Walla Walla

\*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)**

Scott Latiolais

Clover Park

\*Ruby Hayden

Lake Washington Institute of Technology

## Next Meeting:

**Monday March 12, 1:30-3pm** \*\* NOTE day change

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.

## Meeting Notes:

Agenda:

February 8<sup>th</sup>, 2018 Meeting agenda:

- Introductions of new representatives
  - Davina Fogg – Walla Walla, replacing Terence
  - Scott Latiolais – Clover park, replacing Dave Paul
- Review draft mockup of new DGC web site with new college resources page.
- COP and local college data governance update
- Update on implementing the EEO coding to split exempt employees between prof/tech and administrative (workbook attached)
- Review approval process flow
  - What items needs a vote or can be implemented without
  - What items need to be reviewed by commissions
  - What items need to be submitted to the ctclink Governance WorkGroup
- New Topic: Standardizing the listing of data elements that are designated as directory information for FERPA
- New Topic: Test accounts in PeopleSoft
- New Topic: GDPR (whitepaper attached)

Notes:

- Introductions of new representatives
  - Davina Fogg – Walla Walla, replacing Terence. VP admin services at Walla Walla. She is a CPA, MBA, and comes from city government.
  - Scott Latiolais – Clover park, replacing Dave Paul
- Review draft mockup of new DGC web site with new college resources page.  
Docs will be listed on web page
- Community of Practice (COP) and local college data governance update. These are questions we would need to address:
  - What is mission, vision and values?
  - Outcomes?
  - What do we want people want to get out of it?
  - What would the benefit be for people to be involved?
  - What tools do we all need?

- Will this be temporary or long term?
  - Susan says long term but likely to change as colleges have implemented data governance
  - Todd suggests that maybe we will eventually need an official subgroup for college data governance
  - We can be advisory to the COP, but Data Governors may not be interested in college level data governance – there may be others on campus who are more interested.
- WHO is interested in facilitating this COP?
- Carmen says we need a survey of colleges to see who has data governance. Carmen is presenting at PM summit. Since the ctclink project is requiring college to have some form of data governance we have a good way to encourage and support data governance through the ctclink project. Susan will create a survey.
- Tod – ctclink roadblocks: attributes, configuration re subplans for guided pathways, integration broker (for predictive analytics). Concerned with ctclink – don't want DG to be subsumed under ctclink.
  - \*\* Concerned that things that go to ctclink don't end up moving along and we need to be very careful that no one views data governance as a ctclink thing.
  - "Would worry that putting it under us creates a new bureaucracy that would have to be supported by the institutions instead of 'double dipping' at RPC. Kelley Sadler at TCC already attends and is our Knowledge Management Team (TCC's DGC) chair." Tod
- Update on implementing the EEO coding to split exempt employees between prof/tech and administrative (workbook attached)
  - What is the process for what needs to go to the commissions?
  - What needs to come through ctclink data governance?
  - Configuration = to add a new value to a data element, such as adding a plan code. Does not require a functionality change.
  - Can we say if it's on the approved list (and create a list of all configuration variables)
  - There was discussion and no one disagreed with implementing this new coding in the system. FL will need to recode, need to talk to Ray about recoding this in data conversion.
- Review approval process flow
  - What items needs a vote or can be implemented without a vote?
  - What items need to be reviewed by commissions?
  - What items need to be submitted to the ctclink Governance WorkGroup?
- Searching course attributes. Only system defined course attributes are searchable – what we first determined. However, now we can allow local course attribute values to be searchable. This is a request from a pilot college and we should allow them to pilot. since we voted we should vote again. We could approve a pilot and then follow-up. John, Spokane would need to know about this change so they are aware. People are in favor of the pilot. No opposition
- New Topic: GDPR (whitepaper attached) General Data Protection Regulations from the European Union. Katie R. listened to a webinar. Perspective students from a country included in this legislation. Brandon – transactions that occur in the EU. Once they become a resident here it no longer applies. Brandon says we should be following these recommendations for our data anyway, instead of trying to create a separate data system or standards. Oracle says they are working on implementing some changes.

- New Topic: Standardizing the listing of data elements that are designated as directory information for FERPA
- New Topic: Test accounts in PeopleSoft – Carmen will send some information out.

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**Data Governors to do:**

Carmen data alert on EEO coding.

Carmen, meeting with Spokane and Tacoma re piloting course attributes.

Christy C. data gov at PM – Susan and Carmen

Need someone to facilitate the COP.

Test accounts in PeopleSoft – Carmen will send some information out.

Survey for PM Summit - Susan