

Data Governance Committee (DGC) Meeting Notes

date 3/12/2018

Phone; 1:30am to 3:00pm

*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 Marks

Peninsula

Student Services Commission (WSSSC)

*Scott Latiolais

Clover Park

Ruby Hayden

Lake Washington Institute of Technology

Next Meeting:

Thursday April 12, 10:30-12pm 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:

- Introductions of new representative
- COP and local college data governance update
- General Data Protection Regulation (GDPR)
- New Topic: CCN coding
- New Topic: Test accounts in PeopleSoft
- New Topic: Standardizing the listing of data elements that are designated as directory information for FERPA
- Data Classifications with ctLink data
- Status of RPC review of DGC

Notes:

- Introductions of new representative
 - Scott Latiolais – Clover park, replacing Dave Paul VP student services, at Clover Park since July, came from Renton
- COP and local college data governance update
 - Listserve – we will add all Data Governors and those people who have been identified at the colleges as responsible for data governance.
 - Below are the results of the information gathered by Susan from the ctLink project managers.

Data Governance in WACTC

Some Form of Data Governance Group (16)	No Data Governance Group (11)	No Response to Survey (5)
Bellevue College Bellingham Technical College Cascadia College Centralia College Clark College Edmonds Community College Grays Harbor College Lake Washington Institute of Technology Lower Columbia College Olympic College Peninsula College Renton Technical College SBCTC Seattle District Tacoma Community College Walla Walla Community College	Bates Technical College Big Bend Community College Clover Park Technical College Columbia Basin College Green River College Highline College Pierce College District Shoreline Community College Wenatchee Valley College Whatcom Community College Yakama Valley College	Everett Skagit Valley South Puget Sound Spokane Community College Spokane Falls
Who is responsible?	Status	
Formal (11) Institutional Research (5) IT (1) Admin Services (1) ctcLink (2) Student Services (1) O Adm Registrar & IR (1) Informal (5) IT & IR (1) No info/forming (3) District (1)	Have informal and exploring formal (4) Have informal (6) Exploring formal (1)	

- General Data Protection Regulation (GDPR)
 - Brief summary from Brandon: Residents living in the EU. International students living in the EU. Only impacts students and their data while they apply, once living here it does not apply. Brandon say good recommendations to follow anyway. Most IT people in WACTC are waiting, not really getting much direction from anyone and there is a lack of consistency in interpretation.
- New Topic: CCN coding
 - Carmen is asking of we should drop CCN from the title in courses
 - They have "&" in the course ID (course number) code
 - No course attribute – only useful for reporting. But what happens when the course attribute and the "&" do not match.

- Carmen will reach out to Joyce about ATC
- Data quality reports are needed if we have multiple ways to note something (&, CCN, Course Attribute)
- Metalink can search the query definition to see if there are any queries for common course numbering.
- New Topic: Test accounts in PeopleSoft
 - Some test accounts generating very tiny FTES (.0001 type)
 - Data warehouse does not include EMPLID that start with an X (person with multiple ID's – the one not to be used)
 - There are 65 test accounts.
 - Carmen will send document to group for feedback about how she would like to handle these.
- New Topic: Standardizing the listing of data elements that are designated as directory information for FERPA
 - PTAC – Privacy Technical Assistance Center, Dept. of Ed, Carmen has brought in for FERPA training
 - How do we use FERPA blocks if students own their data and it goes with them from school to school
 - FERPA views exist in PS – how to standardize
 - Marshall at Green River – marketing discussed about student images.
 - Would bring to AAG – would be good to get one consistent opinion for all the ctc's.
 - Colleges do not always follow the advice of the AAG.
 - People feel it is worthwhile to pursue
- Data Classifications with ctcLink data
 - 1 public – directory info plus other publically available information
 - 4 highly sensitive – SSN, Bank acct, Credit card, passwords
 - What fits into Cat 2 and 3? Need to describe
 - Will look at HCM and Finance after student data is completed.
 - We will all solicit volunteers to participate. They can contact Carmen. They will be responsible for Student data – determining Directory Information, then broadening to all public data.
- Status of RPC review of DGC
 - RPC has developed a template. They hope to pilot this template on DGC in Spring.

Data Governors to do:

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

Need someone to facilitate the COP. Would like to get this active after the ctcLink PM Summit.

Carmen – start the workbook for the WACTC Common directory information. We will all send to our groups and solicit people to participate.