

Data Governance Committee (DGC) Meeting Notes

Date 4/12/2018

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 Marks

Peninsula

Student Services Commission (WSSSC)

*Scott Latiolais

Clover Park

Ruby Hayden

Lake Washington Institute of Technology

Next Meeting:

Thursday May 17, 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:

- FERPA directory information standardization effort update – Carmen
- Seattle District question
- PM Summit presentation – Susan and Carmen
- COP of local college data governance update – Susan
- General Data Protection Regulation (GDPR) - Brandon
- Update on RPC review of DGC - Susan

Notes:

- Guests
 - Sherry Nelson sitting in for PIC / Communications
 - Jo Monroe, COP
- FERPA directory information standardization effort update – Carmen
 - Shared workgroup participants – ready to schedule meetings
 - Single set of directory information
 - Sherry Nelson has done some work on FERPA Directory information
 - Contact Susan if you want the link to the draft site
 - Focused in PIO and what they can release
 - Sherry has a list of each college's directory information, bold is out of compliance
 - Important for out of compliance colleges to update – Carmen will take to Joe Holiday and see what he recommends. This needs to go out to Student Services, as this is student data. PIC is also very interested, especially regarding photos.
 - Goal, at a minimum, is to come up with a standardized naming convention for what is directory information. For example is "dates of attendance" the same as "period of enrollment"?
- Seattle District – policy around when and how colleges make changes to bio demo data
 - We are not about business processes, that is up to the schools or would be a good idea for councils/commissions to review and standardize. This could be a common process workshop in the future
- PM Summit presentation – Susan and Carmen
 - Susan presented the slides
 - Carmen will post these on the DG site
- COP -- A listserv is up and running
 - How do we get this COP up and running?
 - How do we promote the use of this listserve?

- How do we form this Community of Practice (COP) – Jo Monroe discussed
- Introduction email that can be sent via data alerts and by data governors – so they can become a part of the listserv
- Is the community of practice just a listserv or does it have a collaborative website? It is more than a listserv. It is about interaction and collaboration. The meetings do not need to be formal presentations.
- We do have access to resources and people at the colleges that have attended conferences that would like to be involved and share what they have learned.
- We have names of people from colleges, and data governors
- Blog newsletter – this is less structured than a newsletter, can involve more people and provide a way for those who are not comfortable presenting to get their ideas out to others.
- Susan updated everyone on RPC’s plan to evaluate Data Governance Committee this spring, with the template they designed. They are making a few updates to the template based on discussion.
- RPC recommendation on how to code meta-majors in legacy and PS. Katie Marks (RPC) is leading this group. Meeting bi-weekly. Survey to 12 colleges with GP to gather their meta-majors.
 - Reaching out to St Petersburg college in Florida, a PS school, to see how they code. Also HEUG forums.
 - 5-7 fields have been identified and addressed in both systems, working on pros and cons – including the idea of sub-plans
 - Christy Baker, Guided Pathways, will attend the next meeting
 - Carmen says someone from ctclink project should be included, and also someone from SBCTC datawarehouse.
 - Katie is leading the workgroup to discuss options. She will bring the results to data governance for decisions and system involvement. We will need to determine how to take to ctclink governance (from data governance or from a commission.)

Data Governors to do:

- Carmen will take FERPA questions to Joe Holiday and see what he recommends.
- Carmen will add data governors and college identified data governance people to the listserv and then send a data alert