

Data Governance Committee (DGC) Meeting Notes

date 6/21/2018

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

Kirk Walker

Clover Park Technical 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:

July 19, 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.

Meeting Notes:

Agenda:

- Update on COP
- Update on FERPA work group
- Update on data quality metrics
- Guided pathways/meta-major proposal
- ctcLink governance working group overview

Notes:

- Update on COP
 - Eva and Susan met with Jo
 - Discussed maybe having an in-person workshop on data governance at the colleges and then kicking off the COP from that
- Update on FERPA work group
 - Have met a few times, not a quick solution
 - Option 1 – NO directory information. Most secure for students
 - Option 2 – have some common items
 - Option 3 – could do nothing and each college do it's own thing (Status Quo)
 - Need more registrar representation – have requested more and received additional names
 - Want some actual policy written about how WACTC colleges have interpreted FERPA and Directory Information – guidance from PTAC and AAG
 - Carmen will see if Privacy Technical Assistance Center (PTAC) could do a webex with the group. <https://nces.ed.gov/programs/ptac/>
- Update on data quality metrics
 - Carmen has been working on some data
 - Has downloaded some software and run some data through it – basically just shows the ranges, number of distinct values, etc.
 - Looking at how to create something that could be used and repeatable
- Data Governance
 - Carmen feels that we have maybe expanded beyond just data warehouse data into transactional data. Is this within our scope still? Do we change scope? We agreed that Carmen should pursue what she is looking into and then we can address charter changes as needed.
 - Do we focus on critical data elements?

- Todd asked if Carmen could write up something for us to discuss
 - Data warehouse data is dependent on transactional data
 - If we are categorizing data we need then we should not stop at a small subgroup of data that is only found in the data warehouse.
- ctcLink governance working group overview
 - First meetings were charter focused
 - Now looking at decisions out of Common Process
 - Carmen is a voting member as Director of Data Services, not solely data governance.
 - Data Governance is a mechanism to bring up topics, and also as a place to send discussions and decisions
 - How can we see what the agenda is to see if we need to provide feedback? Carmen says she can bring it to us when the working group decides that data governance needs to be involved. How does the working group determine if a topic needs data governance?
 - Impact to reporting?
 - Impact to underlying data?
 - Race / Ethnicity – make labels non gender specific (Latino/Latina) MSSDC will review
 - We feel like this should be a data governance issue with MSSDC as the owner of this data leading the data governance work. This has social, technical, reporting, human resource and student services implications (at a minimum that we have identified).
 - Decision Logs are not live yet for use – but will be
 - Need to involve the policy people in data governance discussions – Janelle says this group does have more policy involvement
 - Carmen will discuss working group and data governance with Christy
- Name prefix – move the name “titles” (EdD, RN) to be in the title field, not in the “suffix”.
 - Agreed to put together a Data Governance proposal on names – Susan will work on this.
 - Prefix (curtesy title) + First + Middle + Last + Suffix, title-- start a workbook on names
- Guided pathways/meta-major proposal
 - UGRD code has a title of “Academic”. Should this be changed to “Undergraduate” to be less confusing to students and more consistent with other college’s and Dept. of Ed use of the word undergraduate. The concern is that students see an Academic Career of “Academic” and under that an Academic Program of “Prof Tech” and then the Academic Plan – the actual degree/certificate they are oursuing. So it is ieither redundant for some students who see Academic : Academic, or contradictory for others who see Academic : Prof Tech.
 - RPC (Research & Planning Commission) proposal – there is an official document
 - RPC brought it to Ed services and they said Data Governance is the owner. May 31 WACTC Ed Services.
 - GDR (ctcLink Global Design) outcomes – also discussed some restructuring
 - Guided pathways at SBCTC – another interested party.
 - 80% of meta majors are “standard”. This means general areas, but there is overlap and areas where things could be in multiple areas.
 - We need to understand the impact to First Link colleges
 - This is a very cross functional question
 - Research – how to group programs (degrees/certificates) into Meta Majors

- Instruction – At the institution level what instructional programs group together with similar curriculum, learning outcomes, jobs, etc.
- Marketing – how to display to students in a way that makes sense to them
- Student Affairs – how to get accurate information from students, how to advise students based on what meta major they are in

Data Governors to do:

- Susan - Prefix (curtesy title) + First + Middle + Last + Suffix, title-- start a workbook on names and look at all aspects at one time
- Workbook on how to track meta majors and guided pathways
- Fall Data Governance Meeting – What sessions would we present? Who would be willing to help with presentations?