

# Data Governance Committee (DGC) Meeting Notes

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**date 09/06/2018**

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)**

\*Darby Kaikkonen

SBCTC

Grayson Court

Lake Washington

## **Student Services Commission (WSSSC)**

Scott Latiolais

Clover Park

\*Ruby Hayden

Lake Washington Institute of Technology

## Next Meeting:

October 4, 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:

- Meta-major implementation for legacy colleges - Carmen (I'll chat with Ray before the meeting to get an estimate on the time it will take to implement)
- Meta-major implementation for PS colleges – Susan
- Educational Titles – Carmen
- Splitting Exempt Staff between Prof/Tech and Administrative - Carmen
- Data domain steward working groups - Carmen

Notes:

- Meta-major implementation for legacy colleges - Carmen
  - Susan discussed what the need/request is. In legacy it is primarily about reporting, but also about staff being able to identify what meta major a student is in when they see the program code.
  - Carman talked to Ray. It is possible to make requested changes in legacy. It would take a couple of months to implement.

Add field to the Educ Program screen with an edit for valid values.

Create a lookup table to hold the meta-major value and description.

Will need to either:

- 1) Modify the SMIS extract for the data warehouse to include the meta-major field as well as develop a dx to extract the lookup table.
- 2) Obtain the EPC and lookup table, it will need to be moved onto the P890 processor.

Estimate about 2 months to implement in legacy.

Let Ray know after Sept DGC meeting what direction we are going. Are we going global or not?

Work on a system defined meta-major design now independent of legacy or PeopleSoft. This can then be used as a proposal for globalizing meta-majors.

Will need to think about how the global meta-major lookup in legacy will function because it would then become part of TBL3 instead of TBL4 since it is system defined.

- Ruby mentioned some colleges are having a one (program) to many (metamajor) outlook on pathways. This can't be supported, especially in legacy. The earlier we can let people know this the better they can focus on what is best practice.
- Todd says we should focus on the good policy reasons, not the technical problems.

- The issue is that some programs are viewed as fitting into multiple meta-majors. Some college choose the best fit, others associate the program with multiple meta-majors.
  - Colleges do still have some options with EPCs and fourth digits if needed (but not a good solution)
  - The legacy solution is not seen by students, it is not a part of any other functionality. Its primary purpose is for reporting or for staff to see what meta-majors someone is in.
  - Darby – college spark funding requires reporting: How many students are enrolled in a meta-majors in their first quarter.
  - If we had one table that all colleges shared then this could be in the SMIS Table 3 (simplest option).
  - If colleges have their own lookup tables this is part of Table 4. We have to maintain these tables and a special program has to be created to get this data from college systems to SBCTC.
  - If we could map to global then colleges are just mapping to a global meta-majors (a pool) – at the college you can call it what you want.
  - Would use Tom’s survey to draft a pool of meta-majors
  - Request
    - New table in Table 3
    - New field in SM5006 – EPC screen
    - Would also want to have the new field live on a screen like 7001 – registration screen, admissions screen, etc. There are choices. (Registrars would need to provide some feedback) –Ray says this is possible, IF the screen has room
- Meta-major implementation for PS colleges – Susan
    - What we call it at the colleges needs to be respected
    - This will be student facing – or we hope it is
    - Academic program = local defined
    - For system level reporting we can always crosswalk to system set of codes
    - Can the code stay the same but allow different titles for each college?
    - We need more information about what people want to do with this information in PS.
    - Schedule demo to see where this info exists.
    - For students getting on the pathway the interest is in using meta-majors as a way to limit what programs a student sees in the online admission application (which is currently under review and will be changing)
  - Educational Titles – Carmen
    - Delegation made from ctLink working group to Data Governance (came from global design workshop).
    - Remove ed titles from suffix (no opposition)
    - # options for ed titles
      - Do not collect
      - Name title in name - would need to configure (could have data implications if people see this as the way to collect information)
        - Where would we enter the data?
          - Students
          - Employees
      - No additional field – just add to last name in preferred name

- Important for people to know to count education level from the ed level field and not try to count from people with an ed title in their name. Simply allowing it to be part of a preferred name may meet all needs, without creating data integrity problems.
    - If HCM is the employee record then it would be better to have information here that is needed for pulling lists and populating employee directories, rather than having to maintain a secondary database.
  - Holly to ask HRMC about desire to collect title in PS HCM.
  - Carmen to gather the information related to how educational level is coded in CS and HCM.
  - Current idea: Use option 3 for people who want the title as part of their name and use the educational level fields for reporting purposes.
- Splitting Exempt Staff between Prof/Tech and Administrative – Carmen
  - Is split in legacy currently, but no definition
  - EEOC grouping on the job table can be used to further divide admin/exempt (project team recommended)
  - Need some definitions to use in the coding manual
  - Holly had questions about the use, how is this related to overtime exempt, why do we want to split admin exempt?
  - Presidents want to be able to compare staffing across colleges.
- Data domain steward working groups – Carmen
  - Carry over to next meeting

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**Data Governors to do:**

Susan - Create a proposal for legacy. Get feedback from commissions (WSSSC, ITC, RPC) before it is distributed system wide. Need the following:

- Ruby - Response to ARC along with a question about what screens they use to see a student's program where they would want to see this information
- Darby draft the required data elements and coding
- Carmen work with Ray

Carmen - Set up a demo for PeopleSoft so we can see where this is all used, including the current online admissions application.

Carmen – request removal of ed titles from suffix field.

Holly – ask HRMC about their interest in collecting educational titles and how it would be used.

Holly – ask HRMC about definitions as well as to locate the EEOC definitions regarding splitting exempt employees – defining administrative and/or prof-tech

Carmen to gather the information related to how educational level is coded in CS and HCM.