

# Data Governance Committee (DGC) Meeting Notes

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**date 11/08/2018**

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

\*Greg Schmidt

Bellevue

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

\*Scott Latiolais

Clover Park

Ruby Hayden

Lake Washington Institute of Technology

## Next Meeting:

December 6, 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:

- Discuss Legacy proposal for Meta-major coding at fall meetings. Are we ready for a vote?
- Update on meta-major coding for PeopleSoft
- Status update on FERPA directory working group
- Update on Health Limitation security concerns
- Academic Program Descriptions
- Facility ID discussion

Notes:

### Old business

- Discuss Legacy proposal for Meta-major coding at fall meetings. Are we ready for a vote?
  - Add a new field to legacy
  - Make it available to view on screens in PS SM700A and also SM7001
  - Davina – BAC had no feedback other than add to SM7001 screen
  - John and Todd – IC. Discusses whether tracking should be at meta-major instead of degree level. No concerns noted by IC.
  - Need to provide good documentation for the Data Alert – when this is ready. Explain why we have groupings for the reporting purposes. Pool of MM globally assigned. Colleges determine their meta majors and number, can call them what they want at the local level.
  - We need to complete the workbook for this project.
  - Darby – RPC wants to know implementation Plan
  - Timeframe – Ray can work on this as soon as we approve.
- Update on meta-major coding for PeopleSoft
  - Guided Pathways will conduct a workshop to gather requirements
  - Project Team will talk to FLC and D2 schools to see what reporting needs are
- Status update on FERPA directory working group
  - Good progress – 20 person working group, primarily ARC
  - 7 data elements that the working group agrees can be the FERPA directory for the system
  - In PS there is just one record for a student – shared by all colleges
  - We also need to define our “public information”

- Name
  - Major field of study
  - Degrees received
  - Honors received
  - Athletic participation
  - Terms enrolled
  - Institution enrolled
- Proposal will come to DGC.
- Still working on some draft policy language.
- Currently First Link colleges do not have FERPA functionality turned on in self-service. Students have to go to registration to do so. Turning this on is still being discussed by the project.
- Carmen says some schools have indicated that their FERPA list is defined by their Board of Trustees, so we need to take that into consideration when we discuss implementation
- Update on Health Limitation security concerns
  - Concerns that the SBCTC DW codebook has the descriptions of the Health Lim codes.
  - Prior discussions at DGC was that the codebook should include all codes
  - Council went to student services commission and Reuben from SBCTC presented to registrars ARC. Discussed that this is a security issue that needs to be addressed.
  - Screens will be cloned
    - Masked for people who have regular access
    - Only DSS will have access
  - Susan asked if Carmen could talk to Ray about the banking information in HCM
  - Susan also asked if Data Governance should be involved in identifying other data elements that are category 4 and need special handling. The colleges do not have the ability to lock down this data.

## **New Business**

- Facility ID discussion
  - Unique identifier of Building and Room
    - Finance –assets
    - Instruction – class scheduling
    - 25 Live
    - Data Warehouse
    - Megamations DirectLine
  - SBCTC work group discussing this and how to improve linkages and data quality
  - Directline should be our source of truth. Fix and extract from there.
  - Would want to lock down creation of facility ID – need to submit a ticket and SBCTC would create. Limited college control would be better.
  - Clarification – this is at the room level. If you add a new
  - 10 characters 1-2 college 3-5 building 6-9 room number 10 suffix
  - Are these just buildings or all capitalized assets?

- Academic Program Descriptions
  - ctcLink Working Group reviewed a request from Global Design that the Academic Programs do not make sense to students. This is a global code.
    - Prof Tech
    - Academic
    - Bachelor
    - Non Award seeking
    - Transitional Studies
    - Continuing Ed
  - These then filter the actual plan codes that students see.
  - These titles are confusing to students.
  - To modify this to align with Guided Pathways is a large undertaking, and this work is still in process.
  - Carmen says we can change the title that student see. This would not involve modifications to the code.
  - Eva thinks this will be a large discussion
  - Tod asked what happens if we don't do anything? Will some other group take this on?
  - We agree that Data Governance is the best place for this discussion.
  - This should be a broader discussion that is more than just names of the codes. John agrees with Tod as does Davina.
  - Susan suggested looking to Spokane and Tacoma for issues they are seeing
  - Tod – transitional studies, more of an onramp to college, try not to label students as transitional. Tod says start with IR staff and ask them to work with college staff on some labels.

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**Data Governors to do:**

- Vote on proposal for legacy meta-major coding