

Data Governance Committee (DGC) Meeting Notes

Date 01/10/2019

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:

February 7 at 10:30am – may be rescheduled due to RPC meeting

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:

- Y Intent Description
- Exempt employee descriptions
- Legacy meta-majors
- PS meta-majors
- Academic Program descriptions
- Securing bank account numbers
- Status update on FERPA working group
- Enhancement request process

Notes:

- Y Intent Description – Green River is asking us to relabel the Y intent code in the data warehouse documentation. These descriptions populate the lookup tables in SMS. The SM700A registration screen prints a student's schedule with this information from the table. Undecided means a student has indicated they have not made a decision. Whereas this really is an administrative code to indicate we have no data and the intent code is defaulting to Y. Undeclared or undetermined seems to be a better description than undecided. Carmen will ask Ray where this lookup table all displays and also work with Green River on where the students see the code to be sure that a change is necessary and that this can't be accomplished at a college level.
- Exempt employee descriptions – Holly says HRMC has been discussing whether there is a need for exempt employee descriptions. It appears to vary by college and how long people have been using the legacy system. Holly is creating a work group to look into what the actual need is for exempt coding. Do we need to split administration from other exempt employees? Carmen says this is more union / colleges / legislative data requested rather than an official coding need. There is a request and an interest to split and define "administrative exempt". The entire exempt group is already not part of civil service, and are overtime exempt. Administrative vs professional is what needs to be defined. People want to be able to do a salary comparison across colleges so we need to define the two groups.

- Legacy meta-majors – Carmen and Darby are working on a data brief. Can have changes in SMS available by May. Would like colleges to code spring quarter as a pilot. As we go into 2019-20 we'd be able to use the data for reporting to College Spark.
- PS meta-majors – waiting for requirements gathering sessions in spring.
- Securing bank account numbers – we have discussed health limitation codes and how to better secure this information and blank it from screen that others use. Susan asked that we do the same thing with bank accounts. Eva said at ITC they discussed bank account as PCI compliance issues with Ray. We will keep this on as a data governance issue since there are multiple groups concerned about this issue. Carmen discussed what data is category 4 data that requires special handling, such as banking info. All data just by itself has no level of sensitivity – it is just characters. It is when the characters (SSN, bank account, diagnosis code, etc.) is stored in a way that it is associate with some other data, such as name, SSN, DOB, SID, etc. that it is sensitive. However, all our data in connected so it should be treated as if it will be linked to other data.
- Status update on FERPA working group – now have a consensus for a global definition of directory information because of PS – global student record. However, this can't be a SBCTC directive, it needs to come from Data Governance. Need to gather information from each college about how their policy is set and who needs to be involved, as this is set by college policy. At some colleges it is a policy set by the Board of Trustees. However, it will be a global configuration in PeopleSoft.
- Enhancement request process – ctLink Working Group. How are enhancement requests submitted? The group is trying to get more information out to the system about how this process works. Carmen will share information with us in the future.

Data Governors to do:

- None – Carmen has follow-up to do