

Data Governance Committee (DGC)

Meeting Notes

Date 11/12/2020

Phone; 10:30am to 12:00pm

Attended	Commission	Name	College
X	Co-chairs	Carmen McKenzie	SBCTC
X	Co-chairs	Jennifer Tuia	South Puget Sound CC
X	Business Affairs Commission (BAC)	Ed Jaramillo	Skagit Valley College
X	Business Affairs Commission (BAC)	Linda Schoonmaker	Big Bend Community College
	Human Resources & Management Commission (HRMC)	Christina Nelson	Bates
	Human Resources & Management Commission (HRMC)	Kirk Walker	Clover Park Technical College
X	Information Technology Commission (ITC)	Brandon Ray	Lower Columbia College
X	Information Technology Commission (ITC)	Eva Smith	Edmonds Community College
vacant	Instruction Commission (IC)	Vacant	
	Instruction Commission (IC)	Tod Treat	Tacoma
X	Public Information Commission (PIC)	Katie Rose	SBCTC
X	Public Information Commission (PIC)	Janelle Runyon	SBCTC
X	Research and Planning Commission (RPC)	Darby Kaikkonen	SBCTC
X	Research and Planning Commission (RPC)	Greg Schmidt	Bellevue
	Student Services Commission (WSSSC)	Keith Sayles	Spokane Falls
X	Student Services Commission (WSSSC)	Ruby Hayden	Lake Washington Institute of Technology

Next Meeting:

Next Meeting is in December – Primary topic; MOU

Meeting Notes:

Agenda:

- Introduce our new RPC Co-Chair – Jennifer Tuia
- Commission representative updates
 - IC rep replacement for John Martens
 - WSSSC rep replacement for Scott L.
 - Any other upcoming vacancies?
- Status Update of current activities
 - FERPA directory information implementation
 - Sexual Orientation and Gender Identity
 - Formation of Bio Demo standing sub-committee
- 2021 Work Plan review
 - Course Modality

Notes:

- Welcome and introductions. Let Carmen know of upcoming vacancies so she can fill them in a reasonable timeframe.
- Current Project Updates:
- The FERPA proposal was approved. This was a two-year endeavor. This is about having a global policy across all institutions. This was needed to support the singular identity in CtcLink across pillars. A final step was the college presidents authorizing the State Board to present the proposal to the SBCTC Board of Trustees in December. Once this is complete, old institutional policies will be retired and the new global policy implemented.
- The group worked on sexual orientation and gender identification. A proposal was developed and approved by the committee. The proposal was moved to an enhancement request and is implemented in campus solutions. The Next step is HCM implementation. There is a current coding freeze until after DG4 then it will be implemented in HCM. Part of that proposal was to form a Bio Demo Standing sub-committee.
- The Bio Demo standing sub-committee: Ad-hoc working sub-committees take time to initiate. Several items fall under the topic this group would address. Instead of launching a separate sub-committee for every item these items will be addressed:
 - Review SOGI categories that were implemented. The categories have the potential to become out-of-date as language changes.
 - The use and implementation of pronouns.
 - The use of primary name and preferred names.
 - A concern was raised regarding the category labels in Legacy data, so this will also be addressed.
- Course Modality: Due to covid-19 there has been a request to implement new course modality codes most notably to accommodate a code for synchronous learning online. The eLearning

council drafted a recommendation and it has moved to IC. Carmen has brought this to DG for our input even though we haven't been asked by IC or eLearning for our input. It was noted that once approval is granted by IC, DG should review this for any concerns. Carmen will reach out to Todd about the process to circle back to DG. There was discussion about the need for RPC to review this and the consequences of the dist_ed field in the data warehouse for federal reporting. There was also discussion that colleges are currently adapting the online synchronous coding to fit with their college and colleges are already coding for spring quarter. By the time this winds through all the committees for feedback Covid-19 could be over. Carmen will keep us up to date via email or if a special meeting needs to be called. From a Legacy standpoint, a change to this field is straightforward. There is a longer process to implement from a ctclink standpoint. Carmen will bring it up to the ctclink core team group and perhaps see about pre-approval to add this code.

- Facility ID: Carmen sent out a document with the expectation for the DG committee to read, review, and comment upon at the December meeting. This project has been in the pipeline for years. Several systems contain facility building/room identification codes. None of the systems is coded to facilitate cross functionality joins because the naming convention is different among colleges and within colleges. A variety of campus employees have access to modify facility identification. The facility program of DirectLine is the base system and this is the system that should be the primary source for other systems that use facility information (25Live, DW, etc.). Before any college goes live on CtcLink a cleanup process is in place. To ensure accurate facility identification, a proposal would be created requiring employees who are responsibility for facility identification maintenance to attend training, this proposal would be about not only a training but security roles as well. This is important to take to the commissions for feedback before privileges are revoked and training is implemented. The DG group task is to read Carmen's facility ID proposal and provide feedback and comments regarding the document.
- Continue data quality efforts. The DG group engages in a lot of data quality effort (i.e. facility ID, system definitions of course modality, etc.) a lot of what we do IS data quality. Originally wanted to have dashboard with metrics.
- Data Classifications. There are 4 categories; 1 is public information and 4 is highly confidential. Carmen had put this together for the DW. It needs to be addressed for CtcLink. They went through a query re-design to tighten things up and the category 4 data classification was instrumental in that. Carmen has completed Category 1 which is tied to FERPA. Carmen needs help to continue with this discussion. Colleges have their own classification. She wants to ask ITC reps for help to solidify this. The response from the group was that everyone's plate is already full. Therefore, the fastest way to generate feedback is to provide a starting point as folks will provide feedback but it's harder to generate participation when it has to be created via a grass-roots initiative.
- MOU: All college data is intermingled in a single instance across the system in CtcLink. It is a requirement that policies are in place to comply with FERPA protections of viewing data that is not owned by the college viewing it. The instances when this happen are frequently tied to ctclink support calls and via CtcLink training. In these instances, a CtcLink process/procedure is demonstrated for several college participants and the data displayed may or may not be college owned. This is a current FERPA violation. Carmen would like this group to develop a MOU to address this gap. There was brief discussion of why a rule/policy manual or a data sharing agreement are insufficient to meet the requirement. Carmen has drafts of an MOU. She will send this out to DG. We will need to read it and be prepared to provide feedback at the December meeting.

- Additional CS and HCM Questions: In Legacy several questions are asked of students at the time of admission and registration. CtcLink does not have an opportunity to ask questions at registrations but does provide an opportunity in the self-service area that is delivered with 9.2. This is a good opportunity to implement those questions. There is a balance between data points we need to know (for reporting) and overwhelming the student with too many questions. Carmen will develop questions and bring them to the March meeting. The HCM self-service has the same opportunity and would benefit affirmative action reporting.
- DG would like to try out a new work plan format. Instead of forming multiple subcommittees, Carmen proposed transitioning into a working committee. Carmen would provide reading material prior to the meeting and the expectation is the bulk of the proposal development would occur during the DG meeting time. Perhaps a small sub-committee could be necessary to finish a project. The meeting time would consist of a short status update of current projects then move to complete the action item on the agenda. Hopefully, this will move the process forward in a more timely manner. Most attendees agreed this would be a good idea to streamline work because there is not extra time to participate in more committees.

Data Governors to do:

- Read and be prepared to comment on MOU and Facility ID documents that Carmen delivers to the group.
- Carmen to check with Todd regarding Course Modality status at IC and to check with the CtcLink core team group about a pre-approval process for the course modality in CtcLink
- Data classification continuation
- December Meeting: MOU & Facility ID
- January Meeting: MOU & Course Modality
- February / March: Self-service questions