

Data Governance Committee (DGC)

Meeting Notes

Date **02/11/2021**

Phone/Webex; 10:30am to 11:30 am

Attended	Commission	Name	College
X	Co-chairs	Carmen McKenzie	SBCTC
X	Co-chairs	Jennifer Tuia	South Puget Sound CC
	Business Affairs Commission (BAC)	Ed Jaramillo	Skagit Valley College
	Business Affairs Commission (BAC)	Linda Schoonmaker	Big Bend Community College
	Human Resources & Management Commission (HRMC)	Kim Garza	Big Bend
x	Human Resources & Management Commission (HRMC)	Josh Ernst	Seattle Colleges
x	Information Technology Commission (ITC)	Brandon Ray	Lower Columbia College
x	Information Technology Commission (ITC)	Eva Smith	Edmonds Community College
	Instruction Commission (IC)		
	Instruction Commission (IC)	Tod Treat	Tacoma
x	Public Information Commission (PIC)	Katie Rose	SBCTC
	Public Information Commission (PIC)	Janelle Runyon	SBCTC
	Research and Planning Commission (RPC)	Darby Kaikkonen	SBCTC
x	Research and Planning Commission (RPC)	Greg Schmidt	Bellevue
x	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 March – Primary topic: EMPLID, MOU Training

Meeting Notes:

Agenda:

- New members:
 - HRMC – Christina Nelson and Kirk Walker resigned, Kim Garza and Josh Ernst are new HRMC reps
 - IC – Emily Lardner resigned, searching for new IC rep
- Status updates
 - Class Instruction Mode proposal (Course Modality)
 - FERPA directory information policy work
 - MOU
 - Meeting with our AAG scheduled for Feb. 12th
 - Demographic Subcommittee
 - Assigning task of adding questions to student and employee self-service
 - Accommodation coding and security
 - Purpose statement
 - LGBTQ legacy updates

Notes:

- Introduction of new committee members. An IC member resigned and Carmen anticipates a new person.
- Update on class instruction modality proposal. Carmen went through the history of how this proposal came to be. It was rooted in Covid and the subsequent transition to all online instruction and the coding around it. The E-learning (EL) council first worked on the proposal. DGC asked for feedback and received a lot of feedback. Eva, Greg, Darby, Carmen, and Jennifer reviewed the feedback and found new distance learning codes were unnecessary and altered the proposal. EL, felt strongly about their original proposal and it was approved by the instruction Council. Darby and Carmen worked with EL independently to explain the ramifications/reporting needs/issues that were part of the original EL proposal. In the end, language was inserted to address the concern of the EL council. It is now a data alert and not a proposal. We will do a vote by email. The process was a bit confusing regarding the routing of the original proposal since it started outside the DGC committee. It was essentially a year long effort with no substantial change to the distance learning code.
- FERPA Directory Information. Each college has their own FERPA policy we need to come up with a global one. This has been a 2-year project so far. It's been through the Presidents and approved along with the state board and approved. It was discussed at the last registrar's council that the local colleges will have to change/update their FERPA policy, which will require effort especially if a WAC needs to change. Policy implementation is one part. The second part is the implementation in CtcLink. Still in coding freeze, re-start in March maybe. Spring is the goal to wrap this up.
- MOU work. Carmen and Eva met regarding the MOU and a draft sent to the AAG David Stolier. Our group is scheduled time tomorrow to speak with AAG Stolier regarding the MOU and ask questions. Carmen shared some of the questions that we had in the December meeting so he is

prepared. Hopefully, after tomorrow's meeting we can work on an MOU implementation plan. Eva found examples of data privacy(?) documents. We can ask questions such as why can't we use data sharing. Perhaps a canvas course requirement for staff to take.

- Demographic sub-committee (DsC): The group updated the purpose and Carmen sent that out to DGC. Carmen believes its final and she will share with the DsC and post the purpose statement on the state board website in the appropriate spot. A current task is the annual review of sexual orientation/gender identity (SOGI) categories, which is starting now. A request from a student was to update the LGBTQ choices in the Legacy system. They worked on a data dictionary sheet for the SOGI to reflect the choices in ctcLink but implementation in Legacy has been slowed due to go-live/freeze. Possibly, by the end of March it will be updated.
- Our work plan included adding question to self-service and employee self-service. Particular questions had been removed from admissions. This results in a loss of important data collection. CctcLink has an opportunity to add those back in through self-service screens. Carmen has a list of questions lost. We need to determine the questions and the wording around those questions. This is demographic information and it would be appropriate to assign this work to the demographic sub-committee so Carmen will bring that to the DsC sub-committee.
- A lot of discussion around accommodation/disability coding. It is from a security standpoint. Carmen needs to get more familiar with these codes in the ctcLink system. This is also a task for the DsC. Part of the process for implementation is the DsC makes a proposal back to us (DGC) and our group sends it out and collects feedback from our respective commissions.
- What data category should the EMPLID reside in, a category 3 or 4? Carmen said we should tackle that as a group because it has been unclear (i.e. SSN is a category 4). There is strong security around category 4 data. Having the EMPLID as a category 4 element would be hard to implement because the high-level security involved is negated because the EMPLID is in most screens and reports for day-to-day work. As a Category 3, it's protected so it's not shared and strong enough to use internally only. Our group should provide guidance on this. Another thought is to have a best practice around the use of EMPLID perhaps as part of MOU training.

Data Governors to do:

-