

# Data Governance Committee (DGC)

## Meeting Notes

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Date **04/08/2021**

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

Attended	Commission	Name	College
X	<b>Co-chairs</b>	Carmen McKenzie	SBCTC
X	<b>Co-chairs</b>	Jennifer Tuia	South Puget Sound CC
	<b>Business Affairs Commission (BAC)</b>	Ed Jaramillo	Skagit Valley College
x	<b>Business Affairs Commission (BAC)</b>	Linda Schoonmaker	Big Bend Community College
	<b>Human Resources &amp; Management Commission (HRMC)</b>	Kim Garza	Big Bend
x	<b>Human Resources &amp; Management Commission (HRMC)</b>	Josh Ernst	Seattle Colleges
	<b>Information Technology Commission (ITC)</b>	Brandon Ray	Lower Columbia College
x	<b>Information Technology Commission (ITC)</b>	Eva Smith	Edmonds Community College
	<b>Instruction Commission (IC)</b>		
	<b>Instruction Commission (IC)</b>	Tod Treat	Tacoma
x	<b>Public Information Commission (PIC)</b>	Katie Rose	SBCTC
x	<b>Public Information Commission (PIC)</b>	Janelle Runyon	SBCTC
x	<b>Research and Planning Commission (RPC)</b>	Darby Kaikkonen	SBCTC
x	<b>Research and Planning Commission (RPC)</b>	Greg Schmidt	Bellevue
x	<b>Student Services Commission (WSSSC)</b>	Keith Sayles	Spokane Falls
x	<b>Student Services Commission (WSSSC)</b>	Ruby Hayden	Lake Washington Institute of Technology

## Next Meeting:

Next Meeting is in May – Will cancel unless there is something to discuss

## Meeting Notes:

### Agenda:

- New request - Prioritization of Student Names
- MOU – Discuss draft and plan next steps

### Notes:

#### New Request – Prioritization of Student Names

- Query governance committee is working on their charter. An issue came up regarding a custom view BIOPRIORITIES, this view pulls in biographic student data. One function this view provides is a prioritized list of student names. The current priority is to use the primary name first. The issue that arose is preferred name should be the first priority, not primary. This view is used for class rosters, among other queries. Using the primary name causes harm to students. The Query Governance committee is about query development standards – not data standards. Therefore, this action item is forwarded to us, the data governance committee, and then over to the demographic committee to discuss and authorize the change. This view is used in custom views and queries – not delivered queries (such as official transcripts).
  - Any Concerns? How many queries use this view? A substantial amount, Carmen will look into it. This view applies to CS not HCM. The idea was brought forward that HCM could also benefit from using preferred name with the exception when required to use the legal/primary name. Perhaps change the view to include 2 names, one for CS and one for HCM one prioritized by primary the other preferred then the query developer has a choice – maybe something to think about.
  - Carmen will take this to the DemoCom then bring it back to DGC to make the formal request.
  - How do we know when the legal name is required? Is there a listing somewhere? It seems individual job roles are knowledgeable about the requirement of when to use the legal name.

#### MOU

- Carmen presented the Draft MOU and data privacy agreement. Dave Stollier edited the MOU and returned it to DGC for further discussion. The clause in point 3 regarding the necessary use of cross-college data while in a training capacity has resolved the concerns of the DGC. Since we do not have a technical solution to limit access to data, the MOU will be the policy, and the procedure and training for agreement to data privacy is the next step. The data privacy agreement is a document that will be signed upon initial launch of ctcLink as a pop-up form. This will be signed annually by each employee as an attestation to the data privacy agreement. There was discussion regarding the best way to deliver training to employees before requiring a signature. Canvas was a logical solution with incorporation into the already established IT security training schedule at each institution. There was discussion regarding the point 6: *I shall contact SBCTC immediately at xxx@sbctc.edu if I erroneously come into contact with another*

*institution's information.* With regard to point 6, in the current environment this is happening frequently. Newly found ctcLink security settings at the state board could eliminate a portion of this problem. There was some wordsmithing discussion about the threat of erroneous (are another institutions budget codes erroneous?), what are the threshold and repercussions of this. There was discussion regarding the workflow of contacting the SBCTC; perhaps a help ticket (which limits who can report), a state board email seems like a probable solution, along with a point of contact at the institution which would probably be the CIO who would be the first point of contact in a data security breach situation. There could also be a connection to the local reporting lead. ITC meeting is the 22<sup>nd</sup>. The DGCITC representatives, Brandon and Eva will bring to ITC the idea of the first point of contact to be the institutional CIO.

- Carmen presented the two documents to the change management board at SBCTC, which has appropriate representation across the system. The question came up regarding having employees sign this prior to ctcLink who don't have a EMPLID, these are employees in the current training cycle. Discussion regarding all colleges are within a year of being on ctcLink so perhaps it's not a large issue. However, ultimately it was decided that the current ctcLink Canvas training modules should have an assignment attesting to the data privacy form ASAP.
- In the spirit of transparency these two forms should be on the SBCTC website as downloadable in case a paper form is necessary, perhaps for a third party contractor.
- Another item to consider is capturing the data privacy attestation signature and date not only as a trigger for annual review but in the case of a legal issue.
- Next steps for MOU...
  - Typically, the next steps for DGC is to send the proposal to the commissions for feedback. However, since the MOU is a requirement and the wording has been approved by the Attorney General, there isn't room for wordsmithing or non-agreement to the implementation. The next step is a communication piece to the CTC Commissions. Each DGC Commission representative will:
    - Share the MOU and Data Privacy Agreement with their respective commission
    - Notify the commission that the next step is the MOU signatures by the college Presidents
    - An enhancement ticket to ctcLink to launch the pop-up form
    - A training module for data privacy that is forthcoming
- What is left is a bit of wordsmithing to point 6 on the data privacy agreement and Carmen will send it to Grant

#### Other Information

- Programming freezes are over and the FERPA coding is in process.
- Carmen not available for May meeting. I can host if necessary.

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#### **Data Governors to do/Things to remember:**

- Post the MOU and Data Privacy agreement on the State Board website when it is final
- Need another IC representative
- Need Diversity/Equity Officer representation on demographic sub-committee with that commission if fully formed