

Data Governance Committee (DGC) Meeting Notes

Date 06/03/2021

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

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
	Information Technology Commission (ITC)	Eva Smith	Edmonds Community College
	Instruction Commission (IC)		
	Instruction Commission (IC)		
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 July 1st

Meeting Notes:

Agenda:

- Status updates
 - DemoComm Activities
 - Query Governance activities
 - MOU
- Review work plan
- Should we take the summer off?

Notes:

Status Updates

- We will have a standing agenda item for updates from DGC subcommittees: DemoComm and Query Governance.
- DemoComm Update –
 - They are meeting regularly and have a full agenda.
 - Working on the race/ethnicity codes in ctLink
 - Ensure all federally recognized tribes and WA tribes are available as choices for Native American\Alaskan Native race code.
 - Looking at the race category of Middle Eastern. There are several options currently in the feedback process.
 - There is a sub group to the DemoComm sub-group to look at the details regarding ethnic backgrounds more closely.
 - Working on a question about sex identification codes. There is a question regarding the choice of non-binary which matches the DOL system and a concern that this is exclusionary language.
 - There is a request to update the Legacy sexual orientation and identification to ctLink values. There are obstacles with data mapping that they are working on.
 - The group is working on finalizing a charter. It is final and they will review it annually
 - They are creating a form to have a more structured change request process instead of random e-mails to Carmen or committee members with the requirement to tie it back to the vision statement of the state board.
- Query Governance Update –
 - The committee is comprised of reporting leads at each college. This ensures every college is at the table. DG6 is coming on board so those institutions will be represented shortly.
 - A charter is also in the process of development. This is necessary to ensure a clear voting structure is in place for system decision making ability.
 - Our DGC finalized the vote of Preferred Name as the first priority Name which was initialized in the QGC and is now implemented.

- The current discussion in this group is about hard coding an institutional code in queries. The practice has been to NOT hard code institutional code within the query which among other things would make the query useless for other institutions. However, the desire to do this persists. The conversation is on-going and the latest discussion settles around the institutional reporting lead brings the query to the committee and the committee will discuss and authorize as needed.
- MOU and Data Privacy Agreement Update –
 - The MOU and data privacy agreements were introduced to the commissions by members of the DGC committee.
 - The ITC commission had several comments. We had a small discussion of why ITC provided feedback and the other commissions did not have that opportunity. Ultimately, it worked out fine.
 - A point that needed settled by ITC was about point six on the data privacy agreement around who to contact in the event of a security breach. The language settled on was the contact would be the college's ctcLink security administrator then the administrator would submit a ticket.
 - Another issue that surfaced was the process of having a ctcLink enhancement request to develop a pop-up attestation form in ctcLink. This will require too much effort from an overburdened system. The alternative agreed upon was to have a form as part of annual training. This training would also incorporate system level training such as FERPA and appropriate ctcLink data usage, it would be overall data usage and privacy training. The colleges already track training requirements so this would just be another step in that process. Carmen and Paula are currently outlining the training. When it is complete, it will be sent out for institutions to review. No concerns were voiced regarding this.
 - There were a couple edits brought up from ITC. A couple were typo's which were fixed. There were a couple questions raised regarding language but ultimately it was decided to keep the AG approved language of the current document.
 - There was a potential edit the DGC group did support with regards to the clarification of a breach activity. The clarification was about the difference between good faith data acquisition (accidentally clicking/downloading data) and purposely accessing unauthorized data that would constitute a breach. Carmen will work on the language and submit the change to the group and AG Stollier.
 - Once the documents are approved by AG Stollier, we will take a vote to implement the MOU and Data Agreement Process Survey Monkey. If approved it will move to Grant to present to the college presidents.

Review Work Plan

- Global FERPA: It is moving through the process. Carmen will bring together the sub-committee for a testing process/presentation with a goal of completion prior to August 1st.
- SOGI: Finished CS and HCM still needs to be done. This doesn't require DGC support
- Form Bio-Demo committee: Done
- Resolve Class Modality: Done
- Resolve Facility ID: Done
- MOU: Finalizing
- Continue data quality and classification efforts – a standing task
- Self-service questions for CS and HCM

- Employment status should be in self-service

Summer Off: No

- There is work that needs to happen around the self-service questions

Data Governors to do/Things to remember:

- Carmen will clarify the language regarding breach in the MOU
- Carmen will send out training material when it is ready for review
- 2 IC positions are vacant