

Data Governance Committee (DGC)

Meeting Notes

Date 08/12/2021

Phone/Webex; 10:30am to 11:00 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
x	Business Affairs Commission (BAC)	Linda Schoonmaker	Big Bend Community College
x	Human Resources & Management Commission (HRMC)	Kim Garza	Big Bend
x	Human Resources & Management Commission (HRMC)	Josh Ernst	Seattle Colleges
	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
x	Public Information Commission (PIC)	Janelle Runyon	SBCTC
x	Research and Planning Commission (RPC)	Darby Kaikkonen	SBCTC
	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: **September 2nd, 2021**

Meeting Notes:

Agenda:

Status updates

- DemoComm Activities
 - A representative resigned from the committee which prompted discussions about possibly making a change to the committee structure, voting protocols and leadership.
- Query Governance activities
- MOU
 - We need to determine how we collect the attestations from staff for the Data Privacy and Usage Statement.
 - I had asked for feedback on the pros and codes (attached) but have not received any as of today
- FERPA

Notes:

Status Updates

- DemoComm Update
 - Shared report from Ruby and Carmen. It has been brought forward that there are concerns within the democomm. The feedback provided are concerns that the committee is tasked with making decisions without appropriate regard to centering the voices of those most impacted by the decisions. A lack of anonymous voting may have biased a decision that would err on the side of excluding the voices of those with personal lived experience and/or those most impacted by the decisions being made. To support these concerns Ruby and Carmen reached out to Ha Nguyen, the Director of Equity and Diversity at SBCTC. Ha volunteered to collect feedback from the democomm group with the goal of identifying processes and committee structure so the committee can move forward in a positive and open way. Based on this feedback a proposal moving forward is to have an anonymous voting structure and recruitment of two DEI representatives from the new DEOC commission for our Data Governance Committee who would also co-chair the democomm group.
 - There were several other options discussed regarding the democomm
 - There was discussion regarding having the democomm group under DGC. Perhaps it would be better suited to be under the DEI committee structure.
 - Another strategy would be to develop an ad-hoc committee bringing together appropriate representation from people depending on the decision required. An issue with this is the time component necessary with ad-hoc groups; identifying appropriate members, scheduling, the background of the decision, then the actual work of discussing the issue, efficiency would be an obstacle.

- Is the structure of the committee appropriate? The committee is heavily represented by RPC, admissions, and several from the SOGI subcommittee (that is no longer in service). Perhaps, it should be representative of two from each commission but that could be an obstacle as well.
 - The committee is heavily represented by colleges within the central Puget Sound area (King & Pierce county colleges). Are voices from the rest of the state absent? This is another reason to tighten the structure to ensure voices from all commissions and colleges are represented.
 - The options were discussed but ultimately the sequence of priority moving forward is; ensuring DEI representation on the committee and an anonymous voting process, a second phase is to evaluate the committee structure once DEI representative(s) are included.
 - There is also discussion of training and the democomm members support this for group cohesion and better decision making. Again, DEI representation needs to be part of the process. What the training looks like would be a point of discussion specifically norming with expectations and language.
 - Our DGC group did not have anything more to for the upcoming conversation with the democomm meeting tomorrow.
- Query Governance Update
 - No Update
- MOU and Data Privacy Agreement Update –
 - The MOU is finalized. The plan was to present the MOU at the Presiden'ts retreat. This did not occur and it was advised that the full package of an MOU and Data Privacy Agreement (DPA) process be presented at the same time. We need to decide which option out of three DPA options would be best. The three options, in summary, are: A paper form for attestations, a canvas course to document attestations, and a pop-up attestation in Peoplesoft. The paper form and canvas form while easy to implement would be difficult to manage who has or has not completed the attestation form/Canvas course. The ideal solution is the Peoplesoft pop-up. The obstacle for this, which was brought forward by a member of the ITC commission, is the already lengthy backlog of enhancement request. Nevertheless, this is the most sustainable process in the long run. Discussion regarding moving forward with this option included the need to send it out for commission feedback. This feedback process would put the implementation out at least 6 months before it could enter the backlogged enhancement queue. The committee agreed to move forward with the pop-up DPA and have Carmen present this to the ctCLink working groups and any other required groups. However, the DGC ITC representatives were absent in today's discussion. It was suggested that since the primary opposition to the pop-up came from an ITC commission member the ITC DGC representatives should have a voice on whether this option should move forward without commission feedback. Carmen will reach out to the DGC ITC representatives.
- FERPA Update
 - No Update

Other items

- Need IC representation and DEI representation on DGC committee and DEI representation on the Democomm.

Data Governors to do/Things to remember:

- Carmen to contact Ruby regarding self-service questions for Democomm
- Carmen to connect with ITC representatives regarding a Peoplesoft pop-up box for DPA solution.
- Fine tuning EEO / OFM project for this group
- Draft a work plan for the 2021-22 year