

# Data Governance Committee (DGC)

## Meeting Notes

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Date 09/02/2021

Phone/Webex; 10:30am to 11:00 am

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
x	<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
x	<b>Information Technology Commission (ITC)</b>	Brandon Ray	Lower Columbia College
x	<b>Information Technology Commission (ITC)</b>	Eva Smith	Edmonds Community College
x	<b>Instruction Commission (IC)</b>	Matthew Campbell	Pierce College
	<b>Instruction Commission (IC)</b>		
	<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: **October 7th, 2021**

## Meeting Notes:

### Agenda:

Standing Status updates

- DemoComm Activities
- Query Governance activities
- MOU
- FERPA

### Notes:

#### Status Updates

- DemoComm Update
  - Update – Repeat of last month for people that weren't in attendance. See last month's minutes.
- Query Governance Update
  - No Update
- MOU and Data Privacy Agreement (DPA) Update –
  - Update – An overview from last month. Conversation is happening with App Services about the pop-up DPA enhancement request. Questions regarding procedures for contractors who don't have a login but access college data. Are we missing people with the pop-up box solution? A Canvas solution would be difficult to manage but a smaller subset might work for such instances. Carmen is working out the pop-up box technical issues. A concern raised regarding the pop-up box enhancement is that going through all the working groups will delay the implementation. Time is of the essence so folks understand their responsibilities of the data and that understanding is part of the security requirements at the college. A discussion regarding implementation of both solutions; Canvas and the pop-up box attestation enhancement. This will be a solution to get the attestation implementation sooner, using Canvas while waiting for the pop-up enhancement. An added bonus will be a Canvas shell in place enabling more modules in the future like FERPA training. Carmen can put this Canvas course up quickly. Should it go to the President's first? Yes. Then the work of the pop-up enhancement can make its way through the working groups and enhancements process. They are complimentary solutions. Carmen will talk with Grant to get this on the President's agenda. Carmen is on the working group agenda next week and will discuss any concerns and approval.
- FERPA Update
  - No Update

#### Other items

- Introduction: Matthew Campbell, VP of Learning and Student Success at Pierce College, joins DGC as an IC representative.

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

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

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- Carmen to contact Ruby regarding self-service questions for Democomm
- Fine tuning EEO / OFM project for this group
- Draft a work plan for the 2021-22 year