**Thursday November 5th**

Welcome from RPC President (Allison Phayre)

Welcome from WACTC President (Eric Murray) and WACTC update

WACTC Update from Eric Murray

* Struggling with ctcLink, and remote work and trying to juggle it all. He appreciates all we do.
* Spending the GP money seems protected for this year. WACTC is encouraging to spend this this year. The encouragement is to spend on one-time costs because we are not sure we will have this going forward.
* Concerned about the integration of software in ctcLink and there seems to be some frustration in that there are multiple colleges.
* Multiple colleges are on multiple software and this is a bit of a frustration in terms of what the plans are going forward.
* If we provide a list of questions, Eric will try to get us answers.

2020-2021 RPC Workplan and committee assignments

* Guided Pathways (inventory, measures, roadblocks)
* Accreditation
* ctcLink
* PD
* Research Ethics

Bylaws Review & Discussion: Proposed Changes

Bylaws Discussion

* Section I (asked to change wording)

Permissive as opposed to prescriptive:

The SBCTC Policy Research Office shall have a non-voting ex officio representative to the RPC Executive Committee.

* Section 2

OK

As needed, ex officio members may serve in such capacities if approved by the RPC Executive Committee.

No comments on changing from members to committee representatives.

**Friday, November 6th**

State Board updates

(See email from Darby for legislative attachments).

The documents sent out would normally be something that she somewhat cherry picks items of interest. She is not going to go through other than to pay attention to the 2158 accountability and guided pathways. Trying to put together what is needed for the report. More is focused on high demand, like nursing salaries.

Career launch is unbalanced. Many resources are being put into this from governors, but from a system perspective it doesn’t seem to be a big deal.

We have not heard a lot regarding the upcoming session. Doing remote – everything takes longer. So thinking the policy asks, budget asks are definitely lower. Should not have quite as much activity.

Policy research team priorities

* Aligning work to the strategic plan. Another place this comes together is that the BOT of State board is asking for updates to the strategic plan at their meeting. February the are likely turning their attention to enrollment. Looking at impact of Covid with enrollment.
* Spent time aligning processes for consistency and efficiencies. Their data mart has helped with efficiencies. Doing their own clearinghouse matches.
* Updating reporting tools (like FTEC) for guided pathways.
* Equity has been a focus area for a while, and now have a DEI director at SBCTC and a DEI committee that is growing.
* SAI equity focus report to be given to WACTC soon. This continues to be out there, and be prepared as the presidents often have questions for their researchers after the presentations.
* MRTE has been shut down. The server has been shut down. If any colleges have downloaded this data that should be destroyed. ERDC said that if any of the colleges were using the MRTE for transfer data, they are there to support us.
* DLOA comes to policy research from data services to research to make decisions every year. Data services has asked to cut these tables. Job Post tables will be likely be included. Discussion about is this ok with the colleges. It would be great to keep the estimate job tables. Be expecting a note from Darby so we can send our feedback.
* Financial Aid database concerns. Huge gaps from the ctcLink colleges when trying to find the information in ctcLink and trying to know what questions we are trying to answer. A redesign would be great news.

Getting a block of 10th day enrollment questions. Policy report that led to 2158, tend to ask for a lot of data. Leaning in on our enrollment and completion data. Looking at preliminary to preliminary fall 19 to fall 20 – first link colleges were missing quite a bit of data. Many of the colleges supported the findings of the report and gave examples of what we are seeing at our colleges.

RPC Business Meeting

● Roll call

* A quorum was established.

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| --- | --- |
| **College (x = here/present)** | **Fall RPC** |
| Bates Technical College | x |
| Bellevue College | x |
| Bellingham Technical College | x |
| Big Bend Community College | x |
| Cascadia Community College | x |
| Centralia College | x |
| Clark College | x |
| Clover Park Technical College | x |
| Columbia Basin College | x |
| Edmonds Community College | x |
| Everett Community College | x |
| Grays Harbor College | x |
| Green River Community College | x |
| Highline College | x |
| Lake Washington Institute of Technology | x |
| Lower Columbia College | x |
| Olympic College | x |
| Peninsula College | x |
| Pierce (District Office) | x |
| Pierce College | x |
| Renton Technical College | x |
| North Seattle College | x |
| Seattle Central College | x |
| Seattle Colleges (District Office) |   |
| South Seattle College | x |
| Shoreline Community College | x |
| Skagit Valley College |   |
| South Puget Sound Community College | x |
| Spokane (District Office) |   |
| Spokane Community College | x |
| Spokane Falls Community College | x |
| Tacoma Community College | x |
| Walla Walla Community College | x |
| Wenatchee Valley College | x |
| Whatcom Community College | x |
| Yakima Valley Community College | x |

● Approval of spring meeting minutes

* The spring 2020 minutes were approved.

● RPC Treasurer’s Report

* The RPC secretary, Fia Eliasson-Creek, reported that there was currently a balance of $24,081.20.

● RPC President’s Report

* First meeting took place on October 8th.
* Reviewed the committee workplan,
* Darby provided update SAI 3.0.,
* discussion regarding the promising practices exchange (baked into the workplan)
* Enrollment remains a key concern, so looking at the strategic enrollment plan.
* Looking at the demand need for counseling at our ctc’s – taskforce
* Equity committee asking for an equity audit.
* Also looking at K-12 alignment. Discussion about the strategic enrollment committee work. Much research was regarding adults with some college credits, but no degree. The focus of the presidents remain on k-12 though. No real information about what that alignment might entail.
* Looked at the draft workplans from the various commissions. They didn’t have one yet from Instruction commission (focusing on restricting) expect a workplan next meeting. Student services (WSSC) did have a workplan, but also focused on restructuring. OAA is on the WSSC workplan including a rubric and implementation of the chosen solution making sure that the rubric is included in the implementation. Looking at multiple measures for placement is also on their workplan as related to guided pathways. Along with the K12 alignment working on a data sharing agreement with OSPI and SBCTC. Looking into best practices for k12 students coming into the SBCTC system particularly with the underrepresented minorities.
* Interested in centralized equity in our research practices.

● WACTC Committee Report Out and Feedback

○ WACTC Technology Committee - Kelley Sadler

* The strategic technology committee is proposal regarding system wide or shared technology decisions. (I pressed on this when it was clear it included things like integration broker, but it seems that there is a possibility for bulk uploads/file parser that is to be worked out differently.)
* Accessibility update –they have made improvements and are working on this it is a priority.
* Risks to the project currently are staffing (specifically at the colleges) there was discussion about what options presidents have in this budget climate to support staff. There have been several new positions at SBCTC to help support the project moving forward.
* The meta-major email that Darby shared with us is somethings that we as researchers should pay attention to in the ctcLink project determined that reconfiguring the academic plan structure to accommodate meta-majors is outside of scope of the project. They will not be considering this until after all the colleges go-live, so 2022 or later.
* Sub-plans are in ctcLink and will be part of the remaining go-live.
* OAA (online admission application) DG’s2 and 3 will implement first with the plan for DG4 to implement at go-live.
* They are working on a 2-factor authentication (OKTA)

○ ctcLink Steering Committee - Carly Haddon

* Just received formal invitation – hasn’t attended yet. She supplied some links for the charter/purpose. Quality assurance monthly reports and production updates with completion updates. She is excited to be one of the people on the committee that is live on ctcLink.
* <https://www.sbctc.edu/colleges-staff/it-support/ctclink/project-steering-committee-governance.aspx>
* <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/ctclink/ctclink-moran-qa-report-2020-09.pdf>
* <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/erp/production-update-2020-10-28.pdf>
* Final Notes from last meeting: <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/ctclink/ctclink-steering-committee-minutes-2020-10-20.pdf>

○ Data Governance Committee - Co-Chair Jennifer Tuia

Data Governance is having its kick off meeting on November 12th so I will have more to share at the Winter RPC meeting.  There is a very full workplan for this committee.  I am new to this committee so I don’t have a much information to share about where the committee is at.  I know they are working on and/or finishing:

* Sexual Orientation and Gender Identity coding standards for ctcLink data (it won’t apply to Legacy)
* Wrapping up a Global FERPA Directory information proposal
* Data Classification project which identifies data fields as overly sensitive (bank info) to not sensitive at all (program name).
* Moving forward
	+ there we will work around facility ID’s in ctcLink regarding creating a process of who enters building identifications on campuses; apparently there has been a problem with folks entering/removing building ID’s and how those changes interact with financial depreciation reports.
	+ Memorandum of Understanding/non-disclosure regarding ctcLink support calls.  All the college’s data is intermingled so there are instances when folks are seeing data that is not their own.
	+ Adding questions to ctcLink CS to support state and federal reporting.
	+ Adding questions to HCM to support affirmative action reporting.

She is happy to take any questions you may have regarding the data governance committee and email a response when I find the answer.

○ Strategic Technology Committee - Wendy Hall & Joe Duggan

* Joe started with the committee in May. Still working on the charter and system wide technologies. Have due consideration about who buys what and what all can/will connect with ctcLink. They are trying to limit to have sensible conversations and consider system-wide efficiencies.
* Multi-factor authentication (MFA) (OKTA) – with everyone working remotely they are concerned with everyone working remotely.
* Guided pathways meta major field will not be added until all colleges are on the system.

○ ITC Representative - Neal Parker

* First ITC meeting last month. Most of their discussion felt like it went over their head.
* Pierce College has a solution that they have of a set and forget download to get data refreshes from datalink every 20 minutes. SBCTC is looking to see if they can use this
* ITC have a concern that can they appropriately staff the tickets. Recommendation is around the colleges resolving these themselves.
* Meta major implementation concern about guided pathways implementation.
* Discussion about reporting leads

● WACTC Task Forces or Work Groups Report Out and Feedback

○ Gender Identity & Sexual Orientation Task Force - Victoria Ichungwa

* Get RPC reports (PowerPoint from Victoria) – working on this for about 1 year.
* Developed proposal for capturing Sexual orientation and Gender identity in ctcLink CS and HCM.
* Link shared in chat
* Here is the link to the full SOGI workgroup’s proposal in chat: <https://www.sbctc.edu/resources/documents/colleges-staff/commissions-councils/dgc/data-brief-sexual-orientation-and-gender-identity-proposal.pdf>

○ OAA (Online Admissions Application) - Sheila Delquadri, Sally Jackson

● RPC Committee Report Outs and Feedback

○ Guided Pathways

* Last year – much was to ensure not duplicating effort.  Much was tied back to SAI. The other effort was to get feedback from early adopter colleges on what was effective measures of success.  Early English and Math, and retention after first quarter was more effective.  This is what helped to inform the measures of successful implementation.
* Subplans are now available in current ctcLink colleges and will be part of all future implementations.  Also Meta Majors are not on the plan until after all colleges go live.  Darby and Carmen will be working on a reporting solution similar to what is happening in Legacy where it is a crosswalk from the EPC Codes in Legacy (Academic Plan) in ctcLink. The subplan is a specialization (so like a student would be in the AADTA, but could have a subplan of sociology or psychology or political science) without being a major related pathway. Question is there a place in ctcLink to store the institution the student is planning to transfer to?  Answer is not directly, but a student group could be built for this information.
* How are we reporting the meta major level?  It will be a cross-walk from academic plan.
* Leading vs Lagging Indicators. – what options would we want.  Can we dream about options?  How can we do?  Focus on solutions and offering ideas and options. Pathways and enrollment management are related. We would like to look at student services to see if we can help to find some good indicators, this would help students services with some of their non-instructional assessment practices.

○ ctcLink

* Discussions IT and IR, what has been done and being done in IR in ctcLink.
* Missing race/ethnicity data is an issue specifically with moving to ctcLink.
* They plan to review and define data in the data warehouse. (Obviously changed the source.)
* There are fields in ctcLink that haven’t been turned on, and
* Meta-major decision
* Exploring ways to share work that has been done so far, etc.
* Planning for ITC/RPC planning



○ Accreditation

* Chair of the committee will be Sheila Delquadri and Co-chair will be Bayta Maring for this academic year.
* For the winter RPC meeting, we will be asking Selena Grace from NWCCU to attend an hour-long session to provide an overview of the new standards and answer questions from the group. Valerie Parton will contact Selena to determine if she is willing/able to attend or if someone else from NWCCU can attend in her stead.The goal is to tailor the overview to be relevant to all members of RPC. Identified topics of interest include comparison data requirements, rubrics, and roles and responsibilities.
* We will be developing and distributing information regarding a resource repository whereby members can access information about accreditation with links, templates, presentations, and other useful documents

○ Research Ethics

* Build IRB resources on the google drive. Compiling materials that could be shared in a Canvas class. Plan to draft recommendations.

● New RPC business items (if any)

○ Proposed By-Law work group?

■ Participation and elections - move to a rotation roster instead?

* (Emily Coates, Angie Rogers, Cora Nixon, and Sally Jackson willing to serve on that workgroup.)
* Allison has created the workgroup officially.)

■ Postsecondary Data Partnership & NSC data collection

* Carly Haddon – do we want to add the elements to the Clearinghouse to participate in the PDP. There is a rumor that Gates will not fund anything for a college that won’t use the PDP.

■ RPC website does not contain much information - consider adding additional information and work products

* Jon Bolas – can we change some of our google drive work products to be on the website to make that more visible. (Anything posted needs to meet accessibility rules)

● Meeting adjourns