Spring 2021 Meeting

Dates: April 22-23, 2021

**Thursday April 22nd**

* Joint Meeting with ITC
	+ Housekeeping/Introductions
	+ RPC panel discussion – Slides are in google drive
		- Panel was made up of RPC members from Lower Columbia, Tacoma Community College, Edmonds College, Community Colleges of Spokane.
		- Two different types of reporting
			* Research – support strategic functions, have a limited lifespan. FTE reports, Retention reports
			* Operational – support the day to day functions. Class openings, weekly enrollment reports, etc.
		- DataX in legacy & PSquery in ctclink
			* Transition of operational reports to PSquery is challenging. Tips for the transition-
				+ Before going live, LCC assessed needs of reporting by reviewing list of all the DataX reports that had been run in the last two years as well as a list of DataX users.
				+ Created a log for DataX users to record what queries they were using, who they were running the queries for, and what the priority level for those queries were.
				+ LCC IR department then reviewed existing queries that may meet those reporting needs once college went live.
				+ Goal was to create a crosswalk from DataX to PSquery.
			* Edmonds
				+ Also took an inventory of existing DataX queries.
				+ Looked at how often queries were run. Queries that were not being run were given password protection.
				+ Gathered usage data from DataX users. Asked users about what queries are they running and how often they are running them.
				+ Used job descriptions to help identify what data users needed access to.
			* Community Colleges of Spokane
				+ Took an inventory of top DataX procedures.
				+ Replicated ctclink tables in Datalink. Datalink replication procedure is extensive.
				+ Pulls down data warehouse files from datalink.
		- State Board Master Data (SBMD) Views
			* Views are used for SBCTC data warehouse files, QARS, and system wide reporting.
			* Tacoma accesses them from SQL server.
		- QARS is the new MIS reporting system.
			* SBCTC pulls the data automatically. Reports in several different categories – HR, IPEDs, etc. 50 to 75 reports. SBCTC determines access. Registrar or Reporting Leads are usual contacts.
			* Reports can be pulled down and shared as needed to help determine what data elements need to be cleaned up prior to finals being run as per MIS reporting date.
			* SBCTC will reach out the colleges if they do not see any activity in their QARs.
			* Reports are updated in real time/overnight.
			* Anyone at the college can have access to QARS. QARS is view only access.
		- Existing Data views/Dashboards
			* Tacoma
				+ Manage expectations for how much you will be able to maintain existing work. It will be difficult to continue to do everything you are currently doing.
				+ Footnote new reports that will be using a combination of legacy data and ctclink data.
				+ Develop strong working relationships with IT and student services.
				+ Data governance will help insure that everyone is on the same page in terms of coding.
			* Edmonds
				+ Managing expectations is important. Had 100 different tableau dashboards/data views prior to go live. Informed stakeholders that these reports would be shutting down at go live by placing messages on the dashboards as well as bring it up when talking to stakeholders about the reports.
				+ Let people know that rebuilding views will take some time if at all possible.
			* Community Colleges of Spokane
				+ Collaboration and communication are important.
				+ Relied heavily on datalink for operational reports.
				+ PSquery used mainly by registration and other boots on the grounds type folks.
				+ IR uses datalink primarily.
				+ Found key tables that help make a transactional enrollment report.
				+ Developed master tables for all folks to use.
				+ Multiple ways to get enrollment which were consolidated-

Student enrollment

Student FTE

Enrollment request detail

* + - * + Use datalink for current quarter reporting but switch to data warehouse once finals have run.
				+ Effective dating is a pain point. Always need to consider and specify the max date. Other key fields used for join – the sequence field for example.
				+ At TCC, various sequences are followed to obtain maximum date. SBMD has effective dating done. For program plan stack, align effective date with students’ financial aid. This approach is consistent with SBCTC’s approach.
			* Enrollment Reporting
				+ LCC

How will existing process translate into peoplesoft?

Identified reports to be run after golive and compared with legacy reports run right before golive.

Enrollment reporting done now with datalink, PSquery for student group type enrollments, and QARs.

QARS- FTE by program, FTE by Institutional Intent Report, Headcount SR 1101.

* + - * Global fields & Local fields
				+ If QARS reports show students are under counted then they could be only coded locally and not globally.
			* Security Access
				+ Handled at institution level.
				+ If query does not show results then the security access may not be set up for you.
				+ PCD is where queries are tested before moving to production PRD environment.
				+ Metalink is the new data dictionary. Can search by a variety of criteria. Can see SQL behind queries.
			* Useful Queries
				+ Edmonds maintains a live list of useful queries that live colleges have found helpful.
				+ SBCTC also maintains a list of most run queries.
				+ Metalink is where to search through all queries.
				+ Some queries are college specific.
			* How to identify query developers at your college
				+ LCC

Found key staff that folks contact to get reports within all pillars as well as within IR.

* + - * + Edmonds

Found 3 folks in IR and 3 in IT. Wanted to be sure to use people who understood how to write queries as well as run them. Other stakeholders outside of these areas were too busy to contribute.

* + - * Datalink
				+ Allows for backend access to Peoplesoft tables.
				+ Replication is near real time – up to date but delayed by processing time.
				+ At TCC, access is given in collaboration with IT dept. DBA coordinates downloads. Data is accessed via ODBC connection.
			* Additional Notes
				+ Edmonds is assisting with finance reporting.
				+ Olympic has a list of useful finance queries. This list may be shared soon. They may create their own relational databases for finance.
				+ Ivy Brent at SBCTC could possibly offer some help financial reporting.
				+ Business analysts within the pillars could offer help as SMEs.
				+ Spokane did not replicate HR or Finance data until about year 3. Did hire business analysts to help replicate finance data.
				+ Many processes are integrated. TCC limits the number of people that can activate program plan stacks as a front end clean up.
	+ ITC panel discussion - Datalink
		- Rick/Rich from Spokane, David Mielcarek from Lower Columbia, Vic from Edmonds, & Chad Evans from Wenatchee Valley.
		- Goal of datalink steering committee was to have the same replication package for all colleges that they could use to pull the data down to their services.
		- The replication process needed to be predictable, stable, and fast.
		- Replication package gets updated to improve functionality.
		- Changes will be made at SBCTC that will impact how the data gets made available to colleges.
			* Pluggable databases will be consolidated into on database eventually.
		- What is datalink?
			* Access to production data. Data gets brought down to college database server.
			* Baseline Data Replication Package – BDRP.
				+ Vic at Edmonds manages access to repository. Prioritized for colleges with data in datalink.
			* Package can split data off into specific databases that need to be on the same server.
			* Datalink is not an operational datastore.
			* Allows you to determine what tables come down and at what intervals.
			* Colleges should only download what they absolutely need and the interval they absolutely need. Every college downloading every table every 5 minutes would crush the process.
			* Very few tables need to be updated every 5 minutes or in a near real time manner.
			* Tables get classified in a tier system for how often they need to get updated.
			* Most frequent update schedule is hourly.
			* Golden Gate is the replication tool to get the data out of ctclink and into the PDBs. Still exists but the not used as the name for the process anymore.
			* Not all data is available until being a couple days into the production environment.
			* Some student focused tables may be updated more frequently than hourly at Edmonds so to get resources to students sooner. The IR team asks for tables to be updated at an hourly basis.
			* Data warehouse data will be posted in datalink. Only set up pull to run as needed. Do not run the pull unless that data gets updated.
			* What should you do when you get your data?
				+ Rich Noordam suggests to review common datasets that are used every day. He has SQL available to generate this data that most of college reporting will be based off.
				+ 
			* The replication process in datalink is carefully constructed to give users access to data but to not disrupt college systems.
			* Data crosswalk from legacy to ctclink?
				+ David at LCC shared from tools for this-

<http://services4.lowercolumbia.edu/info/sbctcDataSchemas/>

Consolidated from previous guidance offered by SBCTC.

There really is no direct crosswalk from legacy to ctclink.

Password: reverseTheNogard

* + - * Data in a single row in legacy will be spread out across several tables in ctclink.
			* Request for tables in BDRP. This is handled by SBCTC. Adding tables in is a manual process. Requests gathered from a datalink suggestion box. CTClink steering committee directs work of technical working group and whether they can add new tables.
			* Panel had no recommendations for tableau server refresh overload issue.
	+ Strategic Technology Advisory Committee (STAC) update
* Data governance for operational data - discussion of PS Query Management
	+ Colleges are taking several different approaches to this issue.
	+ What are the expectations at the college level and at the system level? How does this relate to data governance?
	+ Reporting lead is responsible for query developer management.
	+ Carmen and Paula have been working with reporting leads.
		- Query management is not supposed to be done only at the college level.
		- System Reporting leads will act as a query governance committee and will be embedded as a subcommittee within the data governance committee. Draft purpose statement will be shared soon.
		- Reporting leads need be sure that SBCTC guiding principles for query development are followed.
		- Queries need to be approved by SBCTC before it can go live.
	+ Can colleges have local queries? An ongoing discussion to allow hard coding of certain queries.
	+ How much quality control are reporting leads doing query development? Are queries validated for accuracy?
		- This is an ongoing issue in system.
		- Spokane hired two BIs to be query developers. The BIs, directors, and IR met to review queries for accuracy. They still could not be sure the folks down the road were using the correct queries. The BIs are no longer at Spokane reducing capacity even more.
		- Most IR departments do not have the capacity the manage PSquery.
		- Edmonds run issues by SMEs to help vet accuracy. Target questions towards users with security access to change questionable data elements.
		- QARs reports are very helpful for finding issues. Especially when colleges use local codes as opposed to state codes.
		- Can only say we are reporting accurately what is in the system.
		- Asking SMEs for help with accuracy is a good idea.
		- Going to ctclink data environment from legacy is like going from Kansas to the amazon. Front line staff and faculty that did not have to think about data now have to.
	+ How do IR departments that are not responsible for query management approaching this issue?
		- Sharing lists of vetted queries is helpful. Allow folks to look at what they want but let them know you do have a list of queries that work for official reporting.
		- Messaging to the rest of the college that you will not oversee operational reporting.
		- Share with folks that they should be reviewing documentation to find the reports they need.
		- Getting busy query developers to complete training can be difficult.
		- In the short term, IR will help as much as they can with operational reporting. In the long term, query developers will complete training and take over operational reporting.
	+ Can IR departments get more resources to manage query development?
		- College environment is very competitive for funding.
		- HR data, Finance, and Budget are especially challenging datasets. Dedicated BIs are needed. A small IR office does not have the capacity to manage IR production and process development.
		- Query building is a process.
		- Quality control goes out the window in the new environment.
		- Can IR departments be compensated for work done developing queries for other areas of the college? A model that does not get used at colleges.
		- Pierce college IR department has taken on all three pillars. They have added an FTE to department. They are migrating pertinent queries from PSquery to datalink where they can be managed internally and accessed in tableau. Migration process has revealed that sourcing is not necessarily accurate. Structure of new data system is hierarchical. Some tables are aggregated. They may hire another person. Datalink access is an ongoing issue. Some departments are knowingly running bad queries.
		- SMEs do not usually have the time to become query managers.
		- System expects IR to perform miracles with low level of funding.
		- New hire business analysts to help with reporting is a great idea.
		- Reporting should be a pillar unto itself.
		- Operational folks are spending a lot of time just getting the system to run. Do not have time or expertise to write new reports in PSquery.
		- Creating a class in ctclink takes 100+ clicks.
		- Some ctclink processes can’t be made more efficient.
	+ Identify critical reporting needs and address them after go live with a triage mindset.
* Contracting out Perkins reporting – discussion
	+ There is a private company using data that is publicly available through SBCTC to produce their own product to assist with perkins reporting. Product is being sold to colleges for the workforce departments.
		- Some IR departments may not have the bandwidth to meet this workforce data need comfortably as a result of ctclink. Outsourcing this work is not a sustainable model.
		- Company is called Numetrics.
		- Figure being reported is not entirely clear – award counts instead of unduplicated headcounts.
		- Money spent on this may have been required to be spent by college workforce departments. Some of these funds were also spent on EMSI. Perkins money designated for data but seemingly spent inefficiently. Lots of bureaucracy with perkins.
		- Cost was about $1000 – about the same as what it would cost for the IR department.
		- Taxpayers have to essentially pay for this data twice.
		- Is this company following IR best practices? Without IR involvement, we cannot be sure.
		- Numetrics dashboard also includes some data elements not available in the SBCTC dashboard although the K12 data included apparently doesn’t line up with college districts. The K-12 data is not readily available without a data sharing agreement.
		- Numetrics wants to be able to scrap the SBCTC data more easily. SBCTC will not accommodate Numetrics in this regard.
		- College budgets are hurting, and the Perkins money could have helped alleviated this if it was kept in the system.
		- Some workforce departments create their own climate to deal with grants, recruitment, & fiscal personnel.
* Regular committee meetings & reporting – discussion
	+ RPC Exec has been discussing streamlining committee reporting and improve communication.
		- Getting committee leads to attend monthly Exec meetings on a regular basis may help.

**Friday, April 23rd**

* State Board Updates
	+ Summaries of legislative bills
		- Bills 5194 and 5227 – [Detailed Summary](https://drive.google.com/file/d/1AFWpOX9g-ddFEv85DD5qI4eFGM-EZ7fJ/view?usp=sharing)
		- Researchers may need to be involved with DEI work called for by these bills.
		- Full Time to Part Time faculty ratio requirement may undermine diversity goals if adjuncts are only converted to full time.
		- SBCTC is required to report on full time faculty impact on completion rates.
		- Funding for new efforts have not been determined at this time. GP items do have funding.
		- 5227 calls for colleges to conduct their own campus climate assessments. SBCTC will develop a model for colleges to follow. Each campus will likely need to do things a little differently. Progress report may need to be provided to SBCTC. RPC may be able to put together a resource kit for this assessment.
	+ FAMSTAT for RPC Review
		- [Detailed Summary](https://drive.google.com/file/d/1AFWpOX9g-ddFEv85DD5qI4eFGM-EZ7fJ/view?usp=sharing) of new process for FAM STAT 2.
		- Policy research team has been thinking about for 1 year. Clark went live in the system and found some fields were heavily impacted by go live. FAM STAT is used in college field guides. Data source changed so it is making looking at the data for longitudinal purposes challenging. Field can be populated multiple ways at go live. SBCTC policy research team. determined that this is a critical issue to figure out.
		- New process results in fewer unreported values for FAM\_STAT 2 than in original FAM\_STAT. More transparency for information source.
		- BEDA population may not be in financial aid data.
		- Limitation is that it is primarily using financial aid data. This is the only choice.
		- Please provide Darby with feedback on whether this new field is a better data element for your college.
		- There may be another meeting scheduled to review specifics of code.
		- Original field has been used inconsistently across colleges. Some colleges do not use it at all.
		- Go live colleges have seen non-response rate for several demographic items for students. Advisors are generally needed for getting this missing data. 15% of new students with missing is typical.
* RPC Business Meeting
	+ Roll call
		- A quorum was established with 83% of institutions in attendance.

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| College (x = here/present) Spring 21 RPC | Status |
| 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  |   |
| Clover Park Technical College  |   |
| Columbia Basin College  | x |
| Edmonds Community College  | x |
| Everett Community College  |   |
| 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  |   |
| Seattle Colleges (District Office)   |   |
| South Seattle College  |   |
| Shoreline Community College  | x |
| Skagit Valley College   | x |
| South Puget Sound Community College  | x |
| Spokane (District Office)   | x |
| 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 winter meeting minutes
	+ Call for hosting colleges
		- Spring 2022 may be the first in person RPC meeting at Wenatchee Valley College. Meetings beyond that need to have location finalized.
	+ RPC Treasurer’s Report
		- No expenses or new revenue [reported.](https://drive.google.com/file/d/1AFWpOX9g-ddFEv85DD5qI4eFGM-EZ7fJ/view?usp=sharing)
	+ RPC President’s Report
		- WACTC Update
			* Commission Reps met and had a general chat about goings on.
			* IC is changing structure and revising charters. May bring to Ed services soon.
				+ Meeting bi-weekly and discussing COVID.
				+ Reviewing GP & Articulation & Transfer Council, interest in creating more major-ready programs in aid of providing more structure at state level for colleges.
				+ Looking to support STEM communities of practice. Want to support DEI students.
			* Student Services Commission
				+ How could financial aid be assessed for equity? Looking for a tool to complete that work and how long it might take.
				+ Changes at the federal level that might impact college practices in financial aid.
				+ How does CTClink impact financial aid? Are students of coloring being impacted?
				+ Have a subcommittee on DEI. Focus on equity training. Want to know if they can ask commissions to report on DEI activities.
				+ Talked about commencements and whether the ceremonies will be face to face.
				+ Meet on a bi-weekly basis now.
				+ Enrollment trends have been a concern.
				+ Promising Practice exchanges. May focus on retention.
			* Student Leadership group at system level
				+ Provides feedback from students to presidents directly.
				+ Have had trouble getting students to participate.
				+ Joe Holliday is working with the council of student unions and programs to get a legislative group within that.
				+ Still exploring what might be the best solution here.
			* PDP Memo
				+ RPC’s memo was shared. Was well received. Memo will be filtered up to presidents for a discussion.
	+ WACTC Technology Committee - Kelley Sadler
		- Focus has been on go live for most recent wave of colleges.
		- Conversations on sharing STAC governance with new colleges.
		- Next wave will be spread out over three weekends starting in October. Bellevue has lots of students so the deployment was given more time.
		- All colleges will be on the system by the end of next spring.
	+ ctcLink Steering Committee - Carly Haddon
		- Project is on schedule and under budget.
		- Remote work continues.
		- Each remaining deployment group is engaged in ctclink activities.
		- DG5 go live dates have been approved. 10-11, 10-25, and 11-8. These weekends will have an impact on how well the system runs. Has not been done before.
		- DG6 colleges are working on BPFG (Business Process Fit Gap) work. Wave 6 go live in Feb 2022 to March 2022. Likely over 3 weekends.
		- Replacement solutions – 5 colleges have completed integration.
		- OAA went live for DG2 and DG3 colleges on Feb 22nd. DG4 will likely be in summer. DG5 and DG6 will implement as part of their deployment schedule.
	+ Data Governance Committee - Co-Chair Jennifer Tuia, Greg Schmidt, Darby Kaikkonen
		- Prioritization of student names. Recommended that the preferred name be used. System currently uses primary name. Will be voted on and will likely pass.
		- MOU on data access agreement. Colleges can see other college’s data. AAG will provide some input on an MOU. All staff will need to sign annually. There will be repercussions for beaching agreement. There will also be annual training for data privacy.
		- Pop up form will soon be developed in CTClink.
		- There was a student complaint on Caucasian field with there being no choice for background such as Arab, Scottish, etc. A request has been made to add these choices to CTClink.
			* [Draft ctcLink MOU](https://drive.google.com/file/d/1CftfciU7Vhpq2wPUsXcdGpCptHJRhGk9/view?usp=sharing)
			* [Draft ctcLink Data Privacy & Usage Agreement](https://drive.google.com/file/d/13nwYduSjZjoUBgM1tywgs8RS68NlsIk7/view?usp=sharing)
	+ Strategic Technology Committee - Wendy Hall & Joe Duggan
		- Focus on accessibility, security, and getting go live to go smoothly.
		- Group is talking about what things will be like once all colleges are on CTClink.
		- Kelley Sadler -Folks may want to see things in the system that you would like to have changed. How do we as a commission make a recommendation for change? For example, meta-majors are still not being collected.
			* Group is still struggling with this issue. Do not necessarily want to open the floodgates.
			* Change requests are going to ctclink governance structure. Meta-majors have been requested.
			* There seems to be no formal structure for communication.
			* Priority is on getting colleges online and not adding new codes.
			* RPC could collectively prod entire ctclink governance structure to move on meta majors. Best section could be the [CTC Working Group](https://www.sbctc.edu/colleges-staff/it-support/ctclink/working-group-governance.aspx). Charter includes authority to make recommendations for change. A lot of energy is going towards getting people paid and awarding financial aid to students. We need to get meta-majors on the table so that it is considered early on after go live.
			* RPC needs to find a way to have a voice at the table or at least someone to take notes at all levels of CTClink governance.
			* Work may continue into next summer.
	+ ITC Representative - Neal Parker
		- Neal Parker not in attendance.
	+ Query Governance Committee/ctcLink Reporting Leads - Angie Rogers
		- No further updates beyond what was shared yesterday.
* WACTC Task Forces or Work Groups Report Out and Feedback
	+ OAA (Online Admissions Application) - Sheila Delquadri, Sally Jackson
		- Work has completed. No new updates.
		- OAA is online and being used.
	+ Data Governance Demographic Subcommittee (DemoCom) - Samatha Dana, Stephanie Dykes, Jon Bolas, Fia Eliasson-Creek, Rosalie Roberts, Shelby Winters
		- Finalizing mission statement.
		- Have been recommended that preferred name be used.
		- Will recommend ethnic background choices be expanded for white as well as black students. Work has just begun. Will review codes that have been used in the past and see if there is anything else missing.
		- Group will review possibly the CCSSE race/ethnicity pilot. Survey contains a lot of questions about racism on campus.
* RPC Committee Report Outs and Feedback
	+ Guided Pathways
		- Lots of talk on 200+ [questionnaire](https://drive.google.com/file/d/1zNKuj8d-cL1M8ZYyhaFr1qStPY1H3HAv/view?usp=sharing) ‘work plan’ that was circulated.
			* Surprised a lot of folks.
			* Comments and concerns will be shared with GPAC (Guided Pathways Advisory Committee).
			* Unclear about plan for the information that was requested.
			* Data questions seem have unclear level of relevancy.
			* Unclear on how the form was developed.
			* Deadline is very soon and cannot be changed.
			* Called a workplan but is very scattershot.
			* Some IR departments are getting last second requests for data.
			* Much of the data asked for does not exist.
			* Many groups have concerns with this document.
			* Not aligned with existing SBCTC GP reporting tools.
			* Many colleges are not ready to consider many of these issues until later in their GP work.
	+ ctcLink
		- Talked about the need for the first generation field in response to new accreditation requirements.
			* Carmen at SBCTC thinks this could be added to data warehouse.
			* A solution was proposed to committee.
				+ A supplemental question on OA asks about educational status of parents and whether parents completed a BAS.
				+ There are also UA codes that have some of this data.
				+ This data could be used to inform a first generation field that follows specific business rules.
			* Ty suggested that the definition needs to align with federal definition of ‘first generation’.
			* Some data from FAFSA could also help. Tom Mankovich offered to pull this data.
			* Several options exist.
			* Committee is looking for feedback.
			* Committee will meet again in summer quarter to decide.
		- Workgroup is looking at developing a ctclink reporting survival kit.
			* Could include elements like SQL scripts or articles.
			* Please drop into their [google folder](https://drive.google.com/drive/folders/1rkE2lEFFHTFsbaT8EuKiH7mZNjb85Jf2?usp=sharing).
	+ Accreditation
		- RPC request that will be circulated to RPC List serv-
			* Will do a panel with colleges that have just completed visits. Please open [link](https://forms.office.com/Pages/ResponsePage.aspx?id=FmAjRH_XWk2jKdc_nIyVNtAV4hZw1w9Fml4w1rCg-3pUOFRYTUpPT1dDQzlVTVJFWDNaMVhCWTdKSS4u) and share with committee what topics you would like to see covered.
			* Open this link and update information on when your most recent visit was and who your ALO is. There are three tabs for your college that need to be [updated](https://docs.google.com/spreadsheets/d/1SrJCBTT7m4H8Ur0DXPfdzF2bHqn_ZCrRStYJD6lXAWU/edit#gid=571012880).
			* Also please update your accreditation info [here](http://faculty.whatcom.ctc.edu/InstResearch/IR/Accreditation/Resources/WA-CTCs.html).
		- Annual NWCCU report will start requesting new financial info. May start as soon as august 1st.
		- Discussed national benchmarking requirement.
		- [Full meeting notes](https://drive.google.com/file/d/1zz_4mAuQ3caV96bD-8SbJizOzi3pX3na/view?usp=sharing).
	+ Research Ethics
		- Committee exists to increase human research competency and facilitate IRB access through the system.
		- Maintained their system document for IRBs and added new info on IRBs outside the system.
		- Work was slow due to pandemic.
		- May set up an IRB listserv through SBCTC.
		- Incoming chair is Skyer Roth if the committee continues into next year.
	+ By-laws work Group
		- On hiatus but conversations will continue if participation in RPC committees & elections become a problem again.
* New RPC business items (if any)
* Election results
	+ New Secretary: Neal Parker
	+ President Elect: Valerie Parton
* Future meeting agenda items
* Meeting Adjourns