Data Governance Committee (DGC) Meeting Notes

**Date 01/12/2023** Phone/Webex; 10:30am

Information about DGC:   <https://www.sbctc.edu/colleges-staff/commissions-councils/dgc>

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| --- | --- | --- | --- |
| Attended | Commission | Name | College |
| X | **Co-chairs** | Carmen McKenzie | SBCTC |
| X | **Co-chairs** | Jennifer Tuia | South Puget Sound CC |
|  | **Business Affairs Commission (BAC)** | Vacant |  |
| x | **Business Affairs Commission (BAC)** | Linda Schoonmaker | Big Bend Community College |
| x | **Human Resources & Management Commission (HRMC)** | Brook Marshall | Walla Walla CC |
|  | **Human Resources & Management Commission (HRMC)** | Josh Ernst | Seattle Colleges |
| x | **Information Technology Commission (ITC)** | Brandon Ray | Lower Columbia College |
| x | **Information Technology Commission (ITC)** | Eva Smith | Edmonds Community College |
| x | **Instruction Commission (IC)** | Heidi Ypma | Bellingham Technical College |
| x | **Instruction Commission (IC)** | Wendy Rockhill | Seattle Colleges |
| x | **Public Information Commission (PIC)** | Katie Rose | SBCTC |
| x | **Public Information Commission (PIC)** | Sherry Nelson | SBCTC |
| x | **Research and Planning Commission (RPC)** | Summer Kenesson Diana Knight | SBCTC |
| x | **Research and Planning Commission (RPC)** | Lia Homeister | Renton Technical College |
| x | **Student Services Commission (WSSSC)** | Steve Ashpole | Bates Technical College |
| x | **Student Services Commission (WSSSC)** | Ruby Hayden | Lake Washington Institute of Technology |

# Next Meeting:

Next Meeting is: February 9, 2023 10:30 am webex

# Meeting Notes:

**Agenda:**

* One open position for BAC
* Status update on the subcommittees
  + DemoCom
  + Course Modality
  + Continuing Education
  + Best Practices on the handling of EMPLID
* Unknown sex values in HCM
* Disability data proposal from DSSC
* New SharePoint site for DGC collaboration

**Notes:**

BAC Update

Linda Schoonmaker & Choi Halliday reported that there has not been a volunteer for BAC.

Status update on the subcommittees

* DemoCom – completed proposal updating race/ethnicity codes. Next areas of focus are:
* How self-service questions are handled by students
* A sub-group is in place to discuss the implementation of pro-nouns both on the HCM and CS side. There is some delivered functionality and a review of the functionality along with other components that this entails before implementing a solution
* A sub group is in place to discuss terminology related to name. For example, ‘preferred name’ is the student name not a preferred name – it IS the name. How can we use language that is supportive to our students and employees
* A sub-group regarding how race values have historically been defined
* Course modality and Continuing Education– both subcommittees had kick off meetings and upcoming meetings are scheduled through the next couple of months.
* Best practices for handling EMPLID – First kick off meeting at the end of the month.

Data Governance Oversight

The proposal for Unknown sex values in HCM and the proposal from DSSC regarding removal of the diagnosis code in ctcLink launched a discussion regarding the role of DGC in relationship to individual councils that propose solutions affecting system data elements. These projects are happening but a concern is the semi-final proposal may not come to DGC for review or if it does the proposal doesn’t include the appropriate feedback loop. For example, course modality changes were proposed in light of the pandemic. A new coding solution was proposed and reviewed by the IC commission. However, without other commission(s) feedback and reporting considerations, the proposed solution would negatively impact reporting, college processes, and cause confusion for students. The course modality proposal ultimately was not necessary once the right people were included. Now course modality is back on the DGC work plan, a subcommittee has been formed with representation from the elearning council. These two new proposals (HCM and DSSC) are falling into the same track with a proposed solution without reporting folks providing input. How should DGC capture potential proposals/system work that affects state and federal reports? Perhaps a communication in place that if the data element in question affects state and federal reports it needs to be reviewed and ultimately approved by DGC ensuring the proper reporting requirements are in place and commission(s) have the opportunity for feedback. What is the workflow to intercept proposals and bring them into DGC?

Unknown sex values in HCM

Employee sex identification is a required data element for IPEDS reporting. The accepted value is Male and Female. IPEDS is working on a more inclusive data strategy but for now this is it. Historically, in Legacy, if a value was not known the system would default this to Male. This was problematic then and now with ctcLink it is more problematic. In ctcLink, there are 1,000’s of records with an unknown sex identification. Changing this to Male would skew the reporting values\accuracy significantly. The current ctcLink functionality inserts U (unknown) if the employee leaves the field blank. The HRCM commission has proposed to try and get as many employees as possible to enter their sex identification. This is moving slow. The HRCM commission has also suggested that an enhancement request is made to require the sex data element before leaving the screen so a U would not be possible. A sub-group of the DGC will be launched to oversee this issue. An enhancement request submitted by DGC may be prioritized higher than a commission enhancement request.

Disability data proposal from DSSC

Monica Olsson and Marisa Hackett delivered a presentation to DGC in October. Per the October minutes, the next steps were Democom was working on the self-reporting disability screen, Monica was presenting the PPT at the DSS Council for feedback, and they were still working on timing and implementation discussions. Carmen brought to this group that the DSSC has proposed a solution to remove the diagnosis code in ctcLink due to the issues discovered by DSSC such as cross-institutional changes/visibility and privacy concerns. The council is part of the WISC commission. The RPC data warehouse has two elements reliant on disability; the disability indicator (Y or N) which is used in Carl Perkins reporting and Health Limitations reporting, the second element is the health limitation field which is also used in Health Limitation reporting and is a category 4 (highest sensitivity) data element. There could be a case made to remove the highest category 4 data element due to security/privacy and that this has a non-acceptable field name of health limitation. To accommodate reporting requirements, an appropriate flag needs to be in place. The current proposal has not had the opportunity for commission feedback or reporting considerations. Monica would like to know next steps, DGC suggests that DSSC identify the requirements of her group and DGC works on a solution, via a subcommittee with DSSC representation, to implement a solution ensuring data security, student privacy, and reporting requirement are met. The proposal would go through the DGC feedback process. Another wrinkle is that the DSS offices still need to track diagnosis codes and there is a suggestion that this is kept by each individual college. Several DGC members spoke of the insecure and inconsistencies this would introduce.

Microsoft Sharepoint & Teams

The course modality subcommittee would like to work on tasks collaboratively between meetings. A tool to use could be Sharepoint and Teams. Carmen demonstrated a high-level Team structure for each committee and subcommittee. She will have more information and demonstration in a future meeting. The DGC discussed individual access of Microsoft tools challenges.

# Voting

Only decisions regarding coding require a vote. Eight votes representing seven commissions and one State Board will vote. Voting shall be approved by two-thirds (or 6) votes.

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

* The below items are next steps/action items.
  + Launch HCM and DSSC sub committees
  + Need BAC representation
  + DGC oversight process flow document?