Data Governance Committee (DGC) Meeting Notes

**Date 03/09/2023** 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 |
| x | **Business Affairs Commission (BAC)** | Carie Edmiston | Peninsula College |
| x | **Business Affairs Commission (BAC)** | Linda Schoonmaker | Big Bend Community College |
|  | **Human Resources & Management Commission (HRMC)** | Brook Marshall | Walla Walla CC |
| x | **Human Resources & Management Commission (HRMC)** | Josh Ernst | Seattle Colleges |
| x | **Information Technology Commission (ITC)** | Brandon Ray | Lower Columbia College |
|  | **Information Technology Commission (ITC)** | Eva Smith | Edmonds Community College |
| x | **Instruction Commission (IC)** | Heidi Ypma | Bellingham Technical College |
|  | **Instruction Commission (IC)** | Wendy Rockhill | Seattle Colleges |
|  | **Public Information Commission (PIC)** | Katie Rose | SBCTC |
|  | **Public Information Commission (PIC)** | Sherry Nelson | SBCTC |
| x | **Research and Planning Commission (RPC)** | Summer Kenesson | SBCTC |
| x | **Research and Planning Commission (RPC)** | Lia Homeister | Renton Technical College |
|  | **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: April 6, 2023 10:30 am webex

# Meeting Notes:

**Agenda:**

* HCM Sexual Orientation and Gender Identity Presentation – target implementation date is March 9th
* Adding Federally recognized tribes to Ethnic Backgrounds
* Diagnosis data – forming a subcommittee
* Unknown sex values in HCM
* Status update on the subcommittees
  + Course Modality
  + Continuing Education
  + Best Practices on the handling of EMPLID

**Notes:**

HCM Sexual Orientation

Carmen presented information regarding the SOGI implementation for HR. She will present the information to the Democom group tomorrow. The target implementation is March 9th. Unless, there is anything alarming in the presentation, the implementation will go forward due to coding freezes that would otherwise delay the implementation for 6-7 weeks. This work has been in development for years, with CS as the initial implementation and now finally HCM. SOGI is an acronym for and addresses self-identification of sexual orientation and gender identity within CtcLink. Furthermore, the enhancement incorporates functionality to allow for entry of preferred pronouns. Legal sex self-identification is not part of this process. SOGI is a category 4, highly sensitive data element and pronouns are a category 3 (same category as sex and race). There are two views to accommodate the new data additions (VHC\_HR\_SOGI and VHC\_HRPRONOUNS). After the presentation, Carmen asked for concerns that should delay the implementation. No concerns were raised so implementation will be on track. Broad system communication will be sent via the commissions and other governing groups along with a data alert.

Adding federally recognized tribes to ethnic backgrounds in CtcLink

A broad insert of ethnicity and race codes were inserted into CtcLink last year. Included in the insert were federally recognizes tribes of Washington and surrounding states. The issue that is raised is tribal information from across the nation is not part of CtcLink. Another concern is the language used to identify federally recognized tribes is sometimes outdated and not the preferred language. In consultation with a tribal representative at SBCTC, a proposal should be developed to use the federally recognized tribes identification. While not preferred, it is what is what is federally recognized and assists in relationship with sovereign nations. Finally, if legislation is forthcoming regarding federally recognized tribes and passed, this identification will be necessary. The DemoCom is working on the proposal.

Diagnosis data

Disability diagnosis data is a continuing conversation (see prior minutes). The determination is a subcommittee is necessary to identify the exact steps to ensure accurate and secure disability data usage and reporting. This task will be sent to the DemoCom committee for proposal creation.

Unknown Sex Value in HCM

The issue in HCM is the sex field defaults to ‘unknown’ unless explicitly changed. This is problematic for reporting. The solution is an enhancement that leaves the field blank, then when the record is saved, there is an alert to enter the sex field. This can still be entered as unknown but the prompt will decrease the number of ‘unknown’ values entered. There was support for this at the HR Commission meeting. Carmen will work on a proposal and bring it back to DGC.

Status update on sub committees

*Course Modality:* A sub committee is working on this. See past minutes for the prior conversations. The committee is working on identifying which instruction mode codes are in use and their purpose across the system. The ultimate issue is how to communicate classes that are synchronous and asynchronous and provide useful and flexible coding choices that accommodate learning modalities that were launched in response to Covid but are holding as the new way of scheduling and meeting student needs. Another task is to review the current codes in use to ensure the definition is accurate. How is WAOL defined? A college entered independent study which raises the question of is that a course or modality? An idea was floated in the sub committee to remove instruction mode and just identify synchronous and asynchronous. This idea was rejected by DGC due to the elimination of online course identification needed for many system reports and compliance. The sub committee is currently collecting usage information via a spreadsheet. It would be beneficial to ask colleges what instruction mode they would like to have implemented and to create a definition, perhaps there is a broad need for instruction modes that are not currently identified.

*Continuing Education:* There is good conversations happening. CE doesn’t have any academic structure like UGRD therefore it is challenging to identify FTE. To create academic structure for classes and enrollments requires resources. CE typically does not receive state funding and the personnel in the CE office(s) is often just one person. Implementing an academic structure within CE would put a heavy burden on colleges. There is strong advisement to not replicate the academic structure from UGRD over to CE. FTE is important and some college CE areas have FTE to report while other colleges, the FTE is negligible. It is important that any solution is adopted by all colleges. The conversation continues regarding how to capture FTE without unnecessary burden, perhaps course attributes.

*Best Practices for EMPLID:* This sub committee was put on hold, will pick it back up at the end of April.

# 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.
  + Create HCM unknown sex value proposal