Data Governance Committee (DGC) Meeting Notes

**Date 05/04/2023** 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 |
|  | **Business Affairs Commission (BAC)** | Linda Schoonmaker | Big Bend Community College |
|  | **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 |
|  | **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 |
| 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 |
|  | **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: June 8, 2023, 10:30 am

#  Meeting Notes:

**Agenda:**

* New member from DEOC selected
* DemoCom Diagnosis subcommittee
	+ Reminder to reach out to your commissions and councils soliciting representation on the committee
* How does DGC interact with the College Collaboration Group?
* Status updates on subcommittees
	+ DemoCom
	+ Course Modality
	+ Continuing Education
	+ Best Practices for the Handling of EMPLID

**Notes:**

DEOC Member

Consuelo Grier from Bellevue College has agreed to be a representative from the DEOC commission.

Diagnosis subcommittee

The diagnosis coding proposal is in the democom. A subcommittee is being formed and is currently lacking representation from RPC and HRMC. Representation from these two commissions is critical. The problem is without representation from these two areas, a final proposal will go out for feedback and if an issue is discovered then the process will require going back and re-doing the proposal, extending the time to a solution. Meetings will start May 26th so it would be great to have someone in place.

DGC and College Collaboration

What role should the college collaboration process have within the DGC feedback cycle? College collaboration has representation from all colleges. The idea would be to open communication of our work to the college campus. The following points were landed on regarding the role of college collaboration and DGC:

* Carmen (or a DGC representative) should give an update\list at CC regarding DGC activities
* CC are not content experts so it makes sense that a DGC proposal completes the feedback loop with content experts. Once the feedback is complete, then send it to the college collaboration group and ask them if they have any final thoughts.
* This allows opportunity for their input and to notify the people at the campuses they represent of an upcoming DGC enhancement, coding change, etc.

Status update on sub committees

*DemoCom*

The Democom is working on several projects. There has been member turn-over so some work is on pause until more people join democom. Projects currently in process:

* How to effectively and efficiently ask Perkins questions in the CtcLink system. Many data points for Perkins are missing or the questions aren’t asked quite the right way. Determining the where and how these questions are asked from a technology standpoint is critical, some questions cannot be asked at the time of admission while other questions change over time (such as employment). This looks like it will become and enhancement request. Perkins data is a federal requirement and is a top priority.
* SOGI functionality is implemented and now the group is working on a one-pagers to better support students and staff. A few points for the content are: what is SOGI information, why are pronouns important, and how to speak sensitively about SOGI information.
* The disability diagnosis sub-committee is being formed (update above)

*Course Modality:*

The course modality subcommittee is still in discussions and are not quite ready with a proposal to DGC (and subsequent system feedback) but it is getting close. They are working on a desire to be clear to students regarding if a course is synchronous or asynchronous. Some in the committee feel strongly about using this language while others feel strongly it’s confusing. They are currently reviewing the course modality codes and have unanimously decided to purge a few (interactive television, correspondence, etc.). The group is ensuring their work; recognizes impacts on fees, language for students is clear, and the coding language aligns with the purpose\use of the code. The language of synchronous and asynchronous has resulted in a lot of discussion. The group created a survey of language preference and the language currently leading the survey is “online scheduled” and “online unscheduled”. There are issues about what to do in the case of proctored exams and the committee is still working through that.

*Continuing Education:*

This is a monthly meeting and there hasn’t been a lot of movement. Once the course modality proposal is finalized perhaps increase the meeting frequency. They are discussing class level coding and analyzing if it is comprehensive enough for CE and staff training. Their next discussion is about student coding. The committee is trying to find a balance between required coding and burdening limited staff. Personal enrichment courses will be in the data warehouse. If it’s excluded total FTE would decline slightly and reporting would not reflect the full effort of the college. This will result in a policy change in the State Board Policy Manual which state personal enrichment should not go in the data warehouse (even though it traditionally has).

*Best Practices for EMPLID:* This subcommittee will continue in a holding pattern. Once other critical work is completed (Perkins and course modality) there will hopefully be time for this.

# 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.