Data Governance Committee (DGC) Meeting Notes

**Date 06/08/2023** Phone/Webex; 10:30am

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

|  |  |  |  |
| --- | --- | --- | --- |
| Attended | Commission | Name | College |
| X | **Co-chairs (SBCTC)** | Carmen McKenzie | SBCTC |
| X | **Co-chairs (RPC)** | 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 |
|  | **Diversity and Equity Officers Commission (DEOC)** | Consuelo Grier | Bellevue College |
| X | **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 |
|  | **Instruction Commission (IC)** | Heidi Ypma | Bellingham Technical College |
|  | **Instruction Commission (IC)** | Wendy Rockhill | Seattle Colleges |
| X | **Public Information Commission (PIC)** | Katie Rose | SBCTC |
| X | **Public Information Commission (PIC)** | Sherry Nelson | SBCTC |
|  | **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: July 13, 2023, 10:30 am

# Meeting Notes:

**Agenda:**

* XSF service indicator
* Review Proposal Process
* Review draft “Student Self-Service Questions” proposal
  + We will not vote at Thursday’s meeting, this is just an initial review
* Standing agenda item: updates on subcommittees and outstanding items as necessary
  + Democom
  + Democom Diagnosis subcommittee
  + Course Modality – Initial proposal review in main agenda
  + Continuing Education
  + Best Practices for the Handling of EMPLID

XSF Service Indicator

Brandon brought to DGC an issue with the XSF service indicator being applied to the EMPLID as a result of fraudulent applications in a global manner results in the student being locked out when applying to other CTC’s. This may or may not be a DGC issue. Because the EMPLID is a global identifier, how can this issue be resolved? The implementation of this indicator went into effect this week and there could be the potential that this is causing a high # of problems that are yet to be reported. Carmen will discuss this with Kyrsten (AG) and Dani Bundy (ctcLink Customer Support Director) today to determine what the next steps should be. This isn’t a DGC action item yet. Sherri showed a SBCTC resource page for [reporting fraud](https://www.sbctc.edu/colleges-staff/it-support/erp-support/report-fraud/report-fraud). Any solution should be woven into this process.

Review Proposal Process

* DGC reviews proposal and works back and forth with the subcommittee then takes a vote
* If approved:
  + Data Governors distribute to their commissions and councils for feedback
  + Data Governors collect feedback to discuss at next DGC meeting, could go back to the subcommittee if feedback is significant.
* If no modifications are required, proposal is taken to the College Collaboration Group
* If no modifications are required, enhancement request is taken to the ctcLink Working Group

Self-Service Question Proposal

The proposal is drafted and was distributed to DGC prior to the meeting. Carmen went over the proposal and history of work and/or obstacles that resulted in the decision for a custom solution and the need for this proposal. The proposal was developed by the democom. This Friday they are finishing the work and the expectation is a vote will take place in that subcommittee then come to DGC for a vote. Once DGC votes, the proposal will go out to the commissions for feedback. One item that was discussed is how to inform students the reason they are being asked to answer these questions. An activity guide, developed by democom, is part of the proposal. A solution could be to add a reason/purpose statement at the top of the self-service form questions. Once the democom approves the proposal. DGC will vote via email and SurveyMonkey.

Prioritizing sub committee discussion

Carmen is leading too many sub-committees and projects. Non-critical (yet still important) sub-committees are being pushed for other critical system projects. Another task that was identified is the ability to track meta-majors in ctcLink. In Legacy, this was a simple mapping to EPC code in the Educational Program identification table. It is more complex in ctcLink and a clear solution is not apparent. A sub-committee needs to explore how to map academic plans to metamajors. Should work with the continuing education (CE) sub-committee be put on hold to redirect to this? Because the CE subcommittee work appears to be making progress and an end date is in sight, continue to finish the work with CE. Launch a meta major subcommittee in September, Jennifer T. will co-lead with Carmen to support this work.

Course Modality Proposal

This is looking like a configuration change and not a functionality change. We’ll see how that goes hopefully bringing it close.

Status update on sub committees

*Democom*

The disability indicator has it’s 3rd meeting Friday and close to proposal language for DGC.

*Course Modality:*

Action item above

*Continuing Education:*

They’ve met a couple times but Carmen needs to refocus on it. The direction seems to be a configuration change not a functionality change. It looks like it might be minor but the group needs to work through the process.

*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. I will lead the committee. Carmen envisions a document stating the appropriate use of emplid; such as in helpdesk tickets, via email, etc. and documenting privacy concerns.

Summer meetings? Carmen will schedule but if we don’t need – we don’t’ need.

# 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.
* Talk to Kyrsten
* Shedule July and august
* Meet with Jen about EMPLID
* Send Sherry to beautify self-service e-proposal document