Data Governance Committee (DGC) Meeting Notes

**Date: 7/13/2023** 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 (SBCTC)** | Carmen McKenzie | SBCTC |
| X | **Co-chairs (RPC)** | Jennifer Tuia | South Puget Sound CC |
|  | **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 |
|  | **Human Resources & Management Commission (HRMC)** | Brook Marshall | Walla Walla CC |
| X | **Human Resources & Management Commission (HRMC)** | Josh Ernst | Seattle Colleges |
|  | **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 |
| X | **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 |
| X | **Student Services Commission (WSSSC)** | Steve Ashpole | Bates Technical College |
|  | **Student Services Commission (WSSSC)** | Ruby Hayden | Lake Washington Institute of Technology |

# Next Meeting:

Next Meeting is: August 3, 2023, 10:30 am

#  Meeting Notes:

**Agenda:**

* Review and discuss the proposal for adding Student Self-Service Questions
	+ Determine next steps
* Standing agenda item: updates on subcommittees and outstanding items as necessary
	+ Diagnosis Coding
	+ Continuing Education
	+ Course Modality
	+ Best Practices with the handling of EMPLID

Student Self-Service Additional Question Proposal

Carmen introduced the self-serviced question proposal. There were not any questions and it wasn’t necessary to go over it in detail since the proposal was self-explanatory. Carmen mentioned that the key driver of this proposal was the need to accurately report data for Carl Perkins federal reporting.

The need for this modification has been in place several years and it’s only after moving all colleges to ctcLink that this solution could be prioritized since SBCTC was busy with go-live work. In the meantime, data elements for reporting have been missing and/or derived but with not quite the accuracy necessary. Due to the urgency and the length of time this proposal has been in in process, the idea to skip the system feedback process and move directly to the college collaboration group was suggested. The idea of skipping commission feedback was rejected. It is important to remain true to the process. There is a concern that feedback will include the request for additional data elements. Adding more data elements will not be part of the feedback process.

A suggested email for the commissions will be sent to DGC members and the DGC member will submit the proposal to their commission for feedback. The commission feedback will be until July 28th. DGC members will send the feedback email out no later than Monday, July 17th to allow for a 2-week review period. We, DGC members, will compile the feedback and send it to Carmen by August 1st, she will compile all of it and send it back out to the DGC.

At the DGC meeting August 3rd, we will discuss any feedback as necessary and will move forward with a vote if appropriate to do so.

Status update on sub committees

Diagnosis Coding: A new proposal will likely be reviewed at the August 3rd meeting. Ruby is leading this effort. A proposal is developed however, Ruby is not here to present the proposal.

Course Modality Proposal

This group has been meeting since January. It started as monthly then twice per month and now weekly. A draft proposal is written. A visual is requested to better understand how the instruction mode codes looks from a student perspective. The sub-committee is hoping to finalize and have a proposal to DGC by the end of summer. The system feedback is expected to be strong because the current conversations are drawing a lot of engagement to this process. A DGC member asked if there was an opportunity for student feedback. Carmen stated the committee worked hard to ensure the solution looked good from a student perspective, which is one reason for the visual to be demonstrated to the subcommittee. The subcommittee did discuss the need for a student survey but has not identified the necessity for one yet. There will be opportunity for DGC to weigh in regarding this proposal and the need for a student survey once the proposal is more solid.

*Continuing Education:*

There will not be a change to academic structure or additional coding. There will be wording changes within the written policies and training. Carmen has drafted a coding manual for CE which is paired down from the main undergraduate academic coding manual, eliminating unnecessary pages. The two changes of policy wording are the inclusion of personal enrichment activity in the data warehouse and the course number for CE classes will not use the reserved numbers designate for undergraduate college courses (under 400). QARS error reporting will be implemented to support CE staff to keep coding clean.
A proposal does not need to be developed because data changes will not occur. This item is now closed for DGC.

*Best Practices for EMPLID:*

Carmen and Jennifer need to meet for an initial collaboration.

# 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.
* Meet with Jen about EMPLID
* Send self-support proposal to commissions and send commission feedback back to Carmen