# Data Governance Committee (DGC) Meeting Notes

**Date: 8/03/2023** Phone/Webex; 11:00am

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 |
| X | **Business Affairs Commission (BAC)** | Carie Edmiston | Peninsula College |
|  | **Business Affairs Commission (BAC)** | Linda Schoonmaker | Big Bend Community College |
| X | **Diversity and Equity Officers Commission (DEOC)** | Consuelo Grier | Bellevue College |
|  | **Diversity and Equity Officers Commission (DEOC)** | Jennifer Wade | Olympic 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 |
|  | **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: TBD, 11:00 am

# Meeting Notes:

**Agenda:**

* Review and discuss the proposal for adding Student Self-Service Questions
* Update on diagnosis coding proposal

Student Self-Service Additional Question Proposal

Received feedback from all commissions except finance and DEOC. Overall, good feedback. Carmen marked up the feedback with responses for the committee to approve and/or discuss. Carmen will make changes in the proposal to reflect the changes discussed and work with Workforce and the auditor to get approval for the English Learner language questions (bullet point below). Once complete, the proposal will be sent to DGC with a link to vote. and send the proposal back to the DGC.

* Exclude marital status from self-service because it’s in the OAAP
* Several feedback items regarding English Learner. The list of language selections is limiting and wording regarding English as the native language. The language choices align with OFM of the most commonly spoken languages in Washington. There was an opportunity for a write-in box if the language wasn’t listed. Feedback came in regarding the usefulness of the write-in due to misspelling and duplication. Upon discussion of removing the write-in choice, there was concern voiced regarding the narrow selection of language options. Significant work has previously taken place around race and ethnicity and it’s important to ensure inclusivity so students feel heard and seen. As a compromise, keep the other ‘other language’ checkbox and if that is selected an opportunity for a write in. This will allow for the collection of other language as a choice in reporting. If institutions need to work through the write in response then that information is available. Another point was to ask for input from the SBCTC System Internal Auditor (Maryam), to ensure civil rights compliance around major languages spoken. There will also be a link to the OFM page in the proposal regarding commonly spoken languages.
* English could be one of many primary languages and the word ‘native’ is problematic. Changed the questions from “Is English your native language” to “Is English one of your primary languages”
* There were general questions about the activity guide. This hasn’t been developed yet so those questions will be worked out during the activity guide developmental process.
* There was feedback regarding self-reported disability. This is standard language and includes mental health disabilities. Having a list of all possible disabilities is not feasible. A document used by other state agencies was posted in the chat, [Voluntary Self-Identification of Disability](https://www.dol.gov/sites/dolgov/files/OFCCP/regs/compliance/sec503/Self_ID_Forms/503Self-IDForm-04262023.pdf).
* One feedback item for employment stats. Added in definitions for full time and part time employment

Status update on sub committees

Update by Ruby – disability and support service council and a draft proposal is one edit shy of being edits. The P has coding regarding privacy and disability. Will email proposal to this group so at the next meeting and have a robust discussion and send it out to the system for feedback. It is a well considered robust proposal.

No Updates

* Course Modality Proposal
* *Continuing Education:*
* *Best Practices for EMPLID:*

# 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:**

* Meet with Jen about EMPLID