# Data Governance Committee (DGC) Meeting Notes

**Date: 9/14/2023** 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 |
| X | **Business Affairs Commission (BAC)** | Carie Edmiston | Peninsula College |
|  | **Business Affairs Commission (BAC)** | Linda Schoonmaker | Big Bend Community College |
|  | **Diversity and Equity Officers Commission (DEOC)** | Consuelo Grier | Bellevue College |
| X | **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 | Everett Community College |
|  | **Information Technology Commission (ITC)** | Vacant |  |
| X | **Information Technology Commission (ITC)** | Eva Smith | Edmonds Community College |
|  | **Instruction Commission (IC)** | Heidi Ypma | Bellingham Technical College |
|  | **Instruction Commission (IC)** | Vacant |  |
| 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 |
|  | **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: 10-5-2023, 10:30 am

# Meeting Notes:

**Agenda:**

* Call for ITC Representative to replace Brandon
* Status Updates for Proposals
  + Self-Service Questions
  + Course Modality
* New Proposals
  + DemoCom Diagnosis Codes
    1. Review and Discuss
    2. Ready to send out for system feedback?
  + DemoCom Name Proposal
    1. Review and Discuss
    2. Ready to send out for system feedback?
    3. Do we need to send out for feedback or can we fast track? Want to get this to CS so they can include it in their Name work.

Replace vacancies: IC and HRMC

Eva will reach out to the ITC Commission for a replacement for Brandon. Carmen reached out to the SBCTC IC liaison for a replacement for Wendy.

Status Updates

*Self-Service Questions*: DGC approved the proposal. Carmen is working to move it through the implementation process. Next main stop is the working group. It is submitted as a mandated change to collect the data. DGC decided on the option to collect the data so the proposal should move through smoothly.

*Course modality:* The proposal is created within the sub-committee. The committee also created a companion guidance document with definitions and examples. The proposal went to the IC meeting this morning (09/14/23) and there were no concerns. The IC committee looks forward to the feedback as it moves through all the commissions for feedback. The next step is for the sub-committee to vote to move it to the DGC committee, hopefully in the October meeting. Once DGC reviews it the next step is to distribute it to the commissions for feedback.

New Proposal: DemoCom Diagnosis Codes

There are several issues with the way Peoplesoft (PS) works with disability coding. The current PS configurations does not protect student confidentiality that is necessary from a legal perspective, the codes can be viewed across multiple colleges, and the codes can be overwritten by other colleges. The Disability Support Service Council (DSSC) has worked with DemoCom to create a proposal to address these problems. The proposal has eight recommendations. One of the recommendations is to replace the current diagnosis code, which identifies a particular disability, to a binary yes or no response. There is not a reason for the State Board to collect specific diagnosis data. A binary response allows the State Board to fulfill reporting requirements. Another recommendation is to enhance security enabling only the applicable college to see their college data for privacy and ensure it cannot be overwritten. Furthermore, historical data would be crosswalked to match the new data requirements, and ensure disability coding between HCM and CS is independent. The DSSC is creating a guidance document regarding category 4 data and how that data is accessed and stored. This guiding document will be helpful to the college disability service coordinators as the current one was last updated in 1997. All eight recommendations are within the proposal for review. The proposal will go out to the commissions by Monday, September 18th. Responses will be returned to Carmen by Monday the 2nd.

New Proposal: DemoCom Name Proposal

This proposal addresses how to best support students related to SOGI issues and specifically names. Within PS there is a Preferred Name and Primary Name. The proposal recommendation is to change all instances of preferred name to Chosen Name and to change Primary Name to Legal Name. This more aligns with inclusive language and helps students to be seen and understood. There will be clarifying text for students regarding how each name identification will be used throughout the system.

Ad-hoc Issue

There is a problem using preferred names in Outlook. It seems the problem is in Google too. Lake Washington runs a query regularly then changes the student’s email address to the preferred name. This is an IT issue and each college handles the situation differently. HR resolves the issue on a case by case basis. Perhaps the creation of a view would be helpful. Several members of DGC agreed that any guidance regarding where to access the data would be helpful.

The State board master data views support data extracts regarding how to get the most recent sql locally. SBCTC Data Services has come out with a new process that will be delivered to the datalink listserv so there is always a correct version and this view could be part of that.

No Updates

* *Best Practices for EMPLID:*

# Voting

Only decisions regarding coding require a vote. Nine 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
* Launch meta-major discussion within ctcLink