# Data Governance Committee (DGC) Meeting Notes

**Date: 12/7/2023** 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 |
| X | **Business Affairs Commission (BAC)** | Linda Schoonmaker | Big Bend Community College |
|  | **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 | Everett Community College |
| X | **Information Technology Commission (ITC)** | Jason Brandon | Shoreline Community College |
| X | **Information Technology Commission (ITC)** | Eva Smith | Edmonds Community College |
|  | **Instruction Commission (IC)** | Heidi Ypma | Bellingham Technical College |
|  | **Instruction Commission (IC)** | Vacant | Replace for Wendy |
| 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: Thursday January 11, 10:30 am, Webex

# Meeting Notes:

**Agenda:**

* **Name Proposal Vote - Passed** 
  + Next steps:  Carmen to present enhancement request to Working Group
* **Current Proposals with System Feedback**
  + - Course Modality (proposal attached)
      * Slightly modified and now includes an enhancement to add helper text
      * Ready to vote?
    - Continuing Education
      * Feedback received from CEC, more to come on this at a future meeting
    - DemoCom Diagnosis Codes
      * Feedback received from CS Support, potential new approach being tested
  + **New Proposals**
    - DemoCom SOGI (proposal attached)
      * Review and Discuss
      * Ready to send out for system feedback?
    - DemoCom Pronouns (proposal attached)
      * Review and Discuss
      * Ready to send out for system feedback?

Name Proposal Vote

The proposal has been voted upon and passed to move forward with 7 out of 9 votes, 78%. This was added to the ctcLink working group que and it will go through the enhancement request process. Carmen will notify us on the progress.

Current Proposals with System Feedback:

*Course Modality Proposal*: Feedback period was completed. The course modality sub committee made a few modifications to the proposal. The main change is they added an enhancement request to add helper text for students. Carmen is hoping to get this through in time so class builders don’t have to go back and re-code classes. They are going to leverage effective dating to configure the instruction mode, this year instruction mode will remain the same, after spring quarter the new instruction mode will be present. As of this meeting, 3 commissions have voted and three responses were yes.

*Continuing Education*: Data quality issues are appearing. CNED and UGRD are included in DW and for FTE calculations. Essentially, some data entered under the CNED code is not aligned with published policies. The reason a proposal was put forth was because there may have been a coding change that needed to happen. Ultimately, a coding change does not need to happen and an enhancement request is not needed either. The State Board does not need approval to enforce existing policies. Therefore, we don’t need a proposal to go through data governance. This proposal will be retracted. To enforce the existing published policies, SBCTC data services will create the tools to ensure appropriate data entry under the CNED code. A smaller, specific coding manual will be created. This is rooted in the overall larger coding manual but will be paired down to address specifically non-credit instruction so CE staff doesn’t have to try and piece out what is applicable to them or not. Three QARS reports will be created to identify problems that will exclude the counting of FTE if the problems are not corrected. If staff would like the courses counted towards FTE, the QARS report will identify the problems to fix. If staff doesn’t not want to follow the SBCTC policy and fix the data identified in the QARS report, the FTE will be excluded from reporting to prevent data integrity and quality issues for the system. Carmen went over the rumor that the DGC will receive notification from the Continuing Education Council outlining their disagreement with the original proposal. The DGC has not received anything from the Continuing Education Council but since the proposal is retracted there shouldn’t be a problem moving forward.

*DemoCom Diagnosis Codes*: This project has gone through a few revisions but ultimately it was about removing specific diagnosis data from ctcLink and security issues. This went out for feedback and CS identified that it would be easier if this was just a yes/no flag and to use student groups instead of the disability page. Student groups are institution specific and security applies. The proposal as it currently stands will be revised for a different technical solution.

New Proposals:

*DemoCom SOGI:* This proposal is about making modifications to descriptions. This is an enhancement request because it’s changing a label description in the system. This needs to go out for system feedback.

*DemoCom Pronouns:* This is about ensuring the ctcLink system utilizes pronouns in alignment with best practices by organizations like the Gay, Lesbian, and Straight Education Network. This needs to go out for system feedback.

Updates/Other

* IC vacancies

# Voting

Only decisions regarding coding require a vote. Nine votes representing eight 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