# Data Governance Committee (DGC) Meeting Notes

**Date: 01/11/2024** 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 |
| x | **Instruction Commission (IC)** | Heidi Ypma | Bellingham Technical College |
| x | **Instruction Commission (IC)** | Rolita Flores Ezeonu | Green River |
| 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 |
|  | **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 February 8, 10:30 am, Webex

# Meeting Notes:

**Agenda:**

* **Status Updates:** 
  + Self-Service Questions
  + Course Modality
  + DemoCom Diagnosis Codes
  + DemoCom Names
* **Proposal Feedback**
  + DemoCom SOGI
  + DemoCom Pronouns
* **Regroup?** 
  + DGC charter, scope and structure discussion

Status Updates

Self Service Questions: This has been approved by the working group and is currently being worked on by CS Support and App Services to determine the mechanism that will prompt students to answer the questions. They are working on a few challenges regarding the trigger that prompts students within the mobile app and ctcLink. Carmen was hopeful that they were close to a proposal to bring back to DGC. DGC will need to make sure it aligns with the original proposal and fulfills the intended purpose. This is a large Enhancement Request (ER) and will take significant resources from app services to develop. The intention is to implement by the end of the academic year (July/August).

Course Modality: The first part is configuration of instruction modes then an ER to create the helper text. We need to implement instruction mode as soon as possible so it can be complete and ready for class builders. The ER is on the agenda for the working group meeting next week so when it’s approved, we’ll be ready to begin implementation of the instruction mode configuration and will hopefully be done by the end of the month. This will also include a guidance document and an implementation handbook so class builders know how to make changes.

Diagnosis Codes: Carmen shared last week that this proposal was being reviewed because CS Support thought there was a solution that didn’t require an ER. Two colleges are in the processes of testing the new solution. One college stated that the solution seems to work well. They are still waiting for input from the other college. If the solution works and is adopted then the original proposal will be revoked because it relies on delivered functionality. It’s not quite done yet but getting close.

Names: This is the ER queue for the working group to review. There isn’t an ETA of when it will be reviewed but it’s in the queue.

Current Proposals with System Feedback:

*SOGI*: Feedback period was completed. RPC contributed most of the feedback. This feedback will go back to the DemoCom to analyze and adjust the proposal if necessary and bring that proposal back to DGC for review.

*Pronouns*: The only piece of feedback is that a write in option is being requested. Write in data creates messy data that is not easily reportable therefore, the write-in option is not considered. A survey monkey to vote to move this forward will be created.

Regroup:

*DGC Charter:* Carmen explained her thought process regarding this agenda item. DGC was created to support state and federal reporting for the Data Warehouse (DW) as we moved to ctcLink. When it was first launched, typically they had one or two proposals specific to the DW. Now DGC is well-establish so we have volunteered to assist with other data related requests that wasn’t specifically related to DW or reporting. SOGI is an example of this. The question is, have we moved out of scope from the original purpose of DGC and if so do we adjust our charter to reflect this or do we re-focus on requests that are specific to the original purpose? There is a formal workflow process for ER coming in from commissions, councils, and committees. DGC is just one door to that pipeline. A concern is that ER’s that DGC creates are conflicting/not aligned with other similar ER’s that are already in the pipeline (i.e. Name Enhancement Proposal). If our ER is not related to the scope of our charter how do we know that what we put forward aligns with work that is already in process? Are we stepping on toes and/or missing the larger picture? The DemoCom sub-committee is from DGC but perhaps this should be elevated so it has the purpose to work on demographic related ctcLink objectives that are beyond the scope of DGC.

There are 71 ER’s in the pipeline. This includes 8 or 9 for DGC. There is a backlog. It takes a lot of work to move the ER’s through the process. The amount of ER’s coming in and the prioritization (or lack thereof) is a concern to many stakeholders, the college presidents among them. The Strategic Technology Advisory Committee (STAC) is also discussing the number of ER’s and the governance structure in place should work toward finding a solution of to manage the ER’s. However, the governance process is new so there may be some adjustments to work through regarding how to determine what the overall priorities are then put in place a process of alignment.

The College Collaboration Group (CCG) and SBCTC have discussed the number of ER’s and the need for prioritization. There isn’t a central management of similar requests. Carmen stated that if she recognizes a potential group, she brings it up but those are only ER’s that she’s involved with and there are plenty of ER’s that she’s not involved with. An idea was put forth that instead of having CCG be a gatekeeper there should be a person at the state board hired for the specific purpose of managing and prioritizing all incoming enhancement requests. Currently all commissions and committees are comprised of employees with full time work so the above and beyond work of managing ER’s via committee is a lot to ask. This person would be able to focus daily on prioritization and managing. Carmen stated they do have a project management office but there have been some changes.

Next month’s meeting will be dedicated to reviewing the DGC charter. We want to make sure DGC is evolving at the same pace other governance structures are being formed. We’ll take a pause from discussing ER’s next month and focus on the charter and our process. College Collaboration Group wants to be part of the DGC feedback process but how can that be aligned effectively. Regarding ER’s there will probably always be a bit of overlap when the ER request involves data to tap into Carmen’s expertise.

Review the [DGC page](https://www.sbctc.edu/colleges-staff/commissions-councils/dgc/) and our charter prior to the next meeting.

Updates/Other

* None

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:**

* Review the [DGC page](https://www.sbctc.edu/colleges-staff/commissions-councils/dgc/) and our charter prior to the next meeting.