# Data Governance Committee (DGC) Meeting Notes

**Date: 03/07/2024** 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)** | Vacant |  |
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|  | **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 |
|  | **Information Technology Commission (ITC)** | Eva Smith | Edmonds Community College |
| x | **Instruction Commission (IC)** | Heidi Ypma | Bellingham Technical College |
|  | **Instruction Commission (IC)** | Rolita Flores Ezeonu | Green River |
| 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 |
|  | **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 April 4, 10:30 am, Webex

#  Meeting Notes:

**Agenda:**

* **Status Updates:**
	+ Self-Service Questions
	+ Course Modality
	+ DemoCom Diagnosis Codes
	+ CNED
* **Discuss subcommittee for meta-majors**
	+ DemoCom SOGI
	+ DemoCom Pronouns
* **Review DGC mission, Vision, Scope, Goals, and Objectives**
	+ DGC charter, scope and structure discussion

Status Updates

Self Service Questions: This proposal needs feedback from democom regarding a few items that came up with implementing to make sure reporting needs are met. The current status is finalizing requirements for the implementation and really digging into trying to find the best solution for the student. This data needs to be collected by the start of the first of the year. The requirements work is a priority.

Course Modality: This is in production effective dated for the next academic year. Things are going smoothly. The configuration and the helper text enhancement request is in the queue but it hasn’t been implemented yet. The coding was time sensitive so that needed implementation ASAP. A question came up regarding the timeline because students need to know. Right now, the definition is only in the class notes and some colleges are providing definitions to help. There isn’t an ETA at this time. Carmen will try and let collage collaboration know that this should be prioritized at the top of the list.

Diagnosis Codes: There is preparation of a third version of this proposal to bring forward. The process for this proposal has been ongoing (see prior minutes). CS Support said a yes/no indicators would be easier and creating a student group would serve that purpose. Concerns that are coming forward is that colleges are storing accommodation disability information locally, this is category four data and needs protection. A modification to the system is possible to have the ctcLink page be institution specific. The group is tasked with writing a new proposal because colleges will use their own systems/work-arounds regardless of what the ctcLink solution is because accommodations still need to be managed.

CNED: This proposal came from the need to address data quality issues now that we are on the same system. As it turns out, a configuration and/or enhancement to ctcLink is not necessary. This is a training issue and tools to identify appropriate coding have been sent to the system (QARS reports and CNED coding manual).

Metamajor subcommittee

This has been on the back burner for DGC for awhile. We need to form a subcommittee. Carmen has some ideas of the technical solution. We need to make sure we define what the scope is. Carmen is out for two weeks. Monica, the guided pathway state board liaison will be included in this work.

Regroup:

*DGC Charter:* Carmen went over the history and concerns about working on non-data warehouse issues within the DGC committee. We had a general conversation about the best way to move forward with democom. The committee agreed democom should stay with DGC at some level, to provide oversight. The Charter is good. We need to in some way sponsor and/or connect them to DGC. We need to develop a way to make a few things more formalized so long term functionality of democom is ensured. A broader definition of elements that DGC supports so we continue to support democom. The DGC committee is working well and proposals are getting done, would it have the same impact if democom was on it’s own? The standardization of business processes make sure data configuration is aligned with policy and laws and there isn’t a voice that addresses the data early on in the process. A strength of DGC is we look at it from a cross functionality perspective. Carmen will have a conversation with democom. Then they will bring it back.

Finance Project:

As new business, Carmen discussed a potential new project from the finance pillar. Financial data is submitted to OFM. OFM is transitioning to a new system (Workday) for providing that data. It was previously called AFERS. There may be some work standardizing data elements across the system. Carmen suspects there will be work arounds regarding finance data standardization. There will always be differences in finance but we will review whatever transpires.

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:**