# Data Governance Committee (DGC) Meeting Notes

**Date: 05/02/2024** 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)** | Thalia Vaillancourt | Centralia College |
| x | **Diversity and Equity Officers Commission (DEOC)** | John Hudson | Everett CC |
| x | **Human Resources & Management Commission (HRMC)** | Stephanie Groom | Walla Walla CC |
|  | **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 |
|  | **Instruction Commission (IC)** | Rolita Flores Ezeonu | Green River |
|  | **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 |
|  | **Student Services Commission (WSSSC)** | Ruby Hayden | Lake Washington Institute of Technology |

# Next Meeting:

Next Meeting is: Thursday June 6, 10:30 am, Webex

#  Meeting Notes:

**Agenda:**

* **Discuss and Review Following Proposals**
	+ Diagnosis Codes
		- Revised proposal
	+ Race Primary Indicator
	+ Race Structure in HCM
		- Proposal previously approved, enhancement request form attached
	+ Race Ethnicity Updates
	+ Federally Recognized Tribes
		- Internal SBCTC discussion occurring, proposal not ready, deferred to a future meeting
	+ Metamajors
	+ Emplid

Diagnosis Proposal

See last month’s minutes for history of this proposal. The decision was made to use student groups to identify if a student is receiving disability support from the disability support office. The original proposal went out for system feedback September 2023 and there was not any feedback from the system but the SBCTC IT Staff did have feedback which resulted in this current proposal regarding the use of student groups. A question arose about the use of college specific (local) student group and system (global) student groups. A system/global group will be used because it’s not feasible to identify all local codes and the group code needs to be consistent. It won’t be too large of a project for a school to switch from a local group code to a system group code. Another issue is to ensure there are security standards at each college to protect disability data and follow. The ITC commission will have to reinforce college practice. Use the guidance from OCIO on how to secure category four data and send it out at the same time of the change to reinforce the importance of secure data. Although this proposal has been circulated last fall, it will be sent out again to the commissions and councils for feedback before a vote to move it to the ctcLink working group.

Links for reference:

* [ctcLink Data Usage and Privacy](https://www.sbctc.edu/colleges-staff/it-support/erp-support/data-privacy)
* [Data Classification Data Brief](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/DataClassificationBrief.pdf)
* [Categorizing data for a state agency](https://watech.wa.gov/privacy-data-protection/government-agency-resources/categorizing-data-state-agency)

Race Primary Indicator Proposal

This is a proposal to turn off a data element in ctcLink and affects the data tables behind the scene. The purpose for turning it off is because it is not collected consistently and therefore provides data that is inaccurate/not useful. In the CS module, students do not have the opportunity in any data collection channel to select THEIR primary race. The only way this is being populated is on a staff screen and the staff member selects this flag for the student. Furthermore, it is not collected in the HCM module.

The democomm committee has the authority to add and remove race/ethnicity codes without going through the DGC process because there is broad system representation within this committee. However, this is a functionality change and needs to go through the process for commission and council feedback before moving to the ctcLink working group. The proposal needs to have additional information added by Carmen then it will be ready for system feedback.

Race Structure Proposal

This is part of the original Ethnicity/Race/Ancestry code proposal from June 2022. Part of the proposal was a request to change how the question of race/ethnicity is asked. In CS it’s a two-part question. In HCM it’s a one-part question. HCM lists ALL the options. The request is to turn on the two-part question in HCM, which shortens the list for easier employee selection and consistency across the modules. This was approved as part of the larger proposal and now it has moved up in the que to move this enhancement request to working group. DGC did not have any concerns moving forward because it’s part of the original proposal.

Race Ethnicity Updates

Democomm has identified several race/ethnicity coding values that should be updated for more accurate and consistent reporting. Democomm has the authority to add and remove race/ethnicity codes without going through a system feedback process.

Federally Recognized Tribes

At one point it was brought to SBCTC’s attention from a student that there was a choice to select the Sioux tribe. This is an offensive label usually refering to the Lakota people and also used inappropriately by French Canada and it should be removed. In discussion, with the SBCTC Tribal Affairs Director, it was discussed to remove local tribe references and use the federally recognized tribes to populate the list and better respond to funding requests. At that time, it did not go through the data governance or democomm process. It’s time to bring this back into the process. However, now there is change with a new Deputy Director of Education and Director of Tribal Affairs at SBCTC. There has also been a request by a college to include all local tribes, which is contradictory to the original plan, so analysis of feeder tribes to the college could be analyzed. A discussion is happening at the State Board and more information will be brought to DGC. A question was asked regarding if the original student was informed of the action of the request. Carmen responded that she believes communication occurred with the student.

Metamajors

A request for volunteers went out to the system last week. There have been responses but it’s RPC heavy. We would like to see a bit more cross-functionality.

EMPLID Best Practices

This was driven by the inclusion of EMPLID’s in the ticketing system in SBCTC which has since been resolved and questions regarding including emplid’s in an email or encrypted attachment. These questions have stopped coming in and this isn’t a DGC issue anyway. Carmen does have a hand-out regarding the use of EMPLID’s which she will send out to the committee.

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:**

* Send diagnosis code proposal for system feedback
* Send out Race Primary Indicator for HCM proposal when additional info is added