# Data Governance Committee (DGC) Meeting Notes

**Date: 11/07/2024** 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 |
| x | **Business Affairs Commission (BAC)** | Linda Schoonmaker | Big Bend Community College |
|  | **Diversity and Equity Officers Commission (DEOC)** | Thalia Vaillancourt | Centralia College |
|  | **Diversity and Equity Officers Commission (DEOC)** | John Hudson | Everett CC |
|  | **Human Resources & Management Commission (HRMC)** | Stephanie Groom | 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)** | 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 |
| 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: TBD, Webex

#  Meeting Notes:

**Agenda:**

* Welcome to the 24-25 academic year!
* Discuss changing meeting format from monthly to quarterly
* Discuss subcommittee structure changes
* Membership for DemoCom
	+ Hopefully DGC members can send solicitations for new members to their commissions and councils
	+ Guidance on work/projects DGC wants to have DemoCom take on
* Outstanding proposal status updates
* Workplan for the year

Meeting Format

Should we change from monthly to quarterly meetings? This would mean more to do email or listserv. Leave at monthly so it’s on everyone’s calendar then cancel if necessary.

Subcommittee Structure Changes

This subcommittee reaches out to the system to find volunteers and tries to find cross functionality participants. It’s really staffed by college employee. Carmen has been tasked with creating a state board data governance committee to focus on policy development. She doesn’t have capacity to launch this at this time. Our items this year have policy components. She needs multiple policy people at the center of the conversation so their input is necessary. Utilizing a subcommittee is still necessary, but the make up of that committee needs to include policy associates from the state board to participate and guide the conversation along with college employees.

Outstanding Proposal Status updates

This Status of projects of outstanding projects plus potential work plan for next year.

* Student self-service – status is in development this is needed for federal reporting and student services. Student facing page ready for production in mid-February with UAT in January.
* Course modality part two, which is the helper text for class scheduling. It’s approved and pending in-Flight status. Waiting for other projects to be completed.
* CS Pronouns (SOGI 1 of 3) same as modality package
* Diagnosis Code proposal – Pending, in review by collage collaboration group for prioritization.
* Name proposal – Pending CC group for prioritization
* Pronoun usage SOGI 3 of 3 - Pending
* SOGI and pronoun description updates - Pending
* Metamajor update – Proposal is coming to DGC. The committee has developed a proposal requirements document for identifying and working with metamajors in ctcLink.
* Federally recognized tribes – Democomm is working on this task.

2024-25 Workplan

* A ton of enhancement requests in que. Data issues Carmen has been encountering. We’re going to have to have a cross functionality team. These issues are big enough that bringing together the right people to have the discussion is important.
* There are several hundred classes each quarter that don’t have an emplid identification attached to the class. These are contracted out instruction, such as apprenticeship, which seems to be the problematic area.
* High school data which is stored with other external entities. Private and public high school distinction is necessary for state reporting. Define data elements necessary and the source. Request to collect K-12 SSID in ctcLink, there is a place in the RS area but should we be using that or entering that and what about college in the HS students.
* Wrap up data classification, the OCIO data needs to categorized in public to highly sensitive. Project launch in DW several years ago. Needed to categorize level 4, highly sensitive data, the DGC went through standardizing the FERPA directory info across system which is category 1 information. However, its not fully complete. Two requests have now happened, one from auditors we need to be scrubbing data in our lower development environment. The other thing is delivered functionality for data privacy framework. Ability to mask data elements. Queries are governed by security roles, would like to implement framework to allow masking. This is an opportunity to align the two requests. Wants to have a sub-committee to implement this framework.
* Need representation from IT commission for ITC framework.
* Data classification and framework priority number 1 because it’s security. Carmen will pull together subcommittee. She’s going to look at the state board IT division to pull them in.
* EMPLID instructor – any takers to lead this or do we prioritize it second? None volunteered in the meeting
* Democomm - There has been lots of turnover in this committee and as it stands there are only a few members in this committee. Are there projects for democomm or should it disband? If there are projects then more people are needed. The only project is the federally recognized tribes project and only a new people (i.e. the remaining members) can work on this project. Due to the backlog of enhancement requests it is likely that there will be more work for this subcommittee. However, if something does arise it would be hard to pull together a committee from the beginning. The decision was made and agreed upon to keep the committee on standby in case something came up beyond the federally recognized tribe project.

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:**

* N/A