# Data Governance Committee (DGC) Meeting Notes

**Date: 04/04/2024** 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 |
|  | **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 |
| x | **Information Technology Commission (ITC)** | Eva Smith | Edmonds Community College |
|  | **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 May 2, 10:30 am, Webex

#  Meeting Notes:

**Agenda:**

* **Status Updates: Diagnosis Proposal – determine direction**
	+ Two Options
		- Proceed with the proposal to add a Student Group code which includes removing any student associations to specific Diagnosis codes be removed from ctcLink and the accommodation pages be hidden.  This proposal also includes the requirement of SBCTC to provide updated guidance on the handling of this data and I’d (Carmen) like to emphasis that requirement.
		- New enhancement request to modify the Diagnosis related pages and tables to store the information at the institution level instead of at the person level.
* **Review Outstanding proposals in the queue**

Diagnosis Proposal – determine direction

We have talked about this project for a couple of years. There was discussion regarding the two options in the agenda to address the issue. Carmen and Ruby have a very clear understanding of the process from a data storage point of view, a ctcLink storage/permission point of view, and college business process view.

The disability information in ctcLink is stored at the person level and is out of compliance with ADA and FERPA. Using a student group, and not the ctcLink disability pages, to identify a disability is the most straightforward way to move forward and solve this problem. In tandem with this is turning off/disabling specific disability pages within ctcLink. There was a concern that it would look like DGC was bypassing ctcLink functionality due to security concerns. However, upon discussion this is not the case because the Access Services Offices on individual campuses aren’t able to use the ctcLink functionality because it doesn’t meet their needs. The level of student detail required to assist students is beyond ctcLink (as it was in Legacy too). The data that is needed for system reporting would be accomplished through the use of a student group.

The other option would be to have an enhancement request so that the data was stored at an institutional level. Upon discussion, this would be a waste of time and resources because the Access Services Offices would still not use this because it doesn’t meet the requirements of what they need.

DSSC just wants to record yes or no which is accomplished through the use of a student group. DGC agreed that the use of a student group is the way to move forward.

Status Updates

* Course Modality Helper Text: DGC- Approved, Working Group – Approved, College Collaboration Group – Waiting for prioritization
* Names, Chosen names instead of preferred Name: Same as above
* Pronoun Usage was approved in 2020 as part of a bigger proposal for SOGI. It’s in the queue to be prioritized and it’s not complex so Carmen has requested a higher priority.
* Pronoun usage: DGC- Approved, Working Group – Approved, College Collaboration Group – Waiting for prioritization
* Recent proposals
* Changing SOGI descriptor: We received feedback and democomm has it on their agenda to review the feedback. Carmen will bring any modifications (if any) back to DGC for a new proposal as necessary.
* Four requests related to race/ethnicity that are pending DGC approval. These will be discussed at the May meeting.
	+ Turn off primary race indicator.
	+ Make a few race and ethnicity coding updates.
	+ Add in federally recognized tribes in ethnic background. Now it’s a mix between federal and local tribe names. Need to bring it up to a standard.
	+ Request to change the structure of how we collect race in HCM. It’s been approved as apart of a larger proposal last year, to make the question a two-part question in employee self-serve. This is approved but need to move forward with details bring it back to DGC so that we know/reminder of approval.

Two outstanding topics:

* Metamajors: Need a subcommittee. Jennifer and Carmen will draft an email for DGC members to send to their respective commissions. This will be sent to you later in April because Carmen is meeting with Monica first. More updates at the May DGC Meeting.
* EMPLID Best Practice: Not in DGC scope. Update at the May DGC 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:**