



Data Governance Committee Minutes

October 21, 2021

Attendance

Magnus Altmayer, Nicole Buffham, Byron Ford, Desiree Gamble, Wendy Hall, Kara McElroy, Rachel Mystic, Megan Moon, Brandon Ray, Angie Rogers, Nichole Seroshek, Theresa Stalick, Dani Trimble.
Absent: Marisa Geier, Sarah Griffith, Sherie Hockett.

Discussion

1. Welcome and introduction of new members: Rachel Mystic & Megan Moon (Wendy)
2. LCC Data Dictionary (Brandon/Angie)
 - Idea to create an LCC data dictionary for LCC specific data, codes, or field information. Create one place for people to access information/lists about LCC codes such as class section codes and program/subplan lists. To also provide historical code information for staff who need to reference historical data or information.
 - Brandon explained this is an issue at other schools as well. He expressed a need to have data classification included.
 - Wendy commented that a lot of the data fields/information are documented by the State Board such as data type, classification, etc. The need is more related to institutional coding.
 - Magnus and Wendy suggested having an Institutional Coding Manual instead of a data dictionary. The coding manual could include links to existing lists maintained by other departments such as the program/subplan list.
 - Angie volunteered to coordinate the efforts of creating the coding manual.
 - Wendy suggested the IR team meet first to discuss ways to reach out to staff to identify existing codes or lists, what they're used for, and identify coding needs.
 - After IR meets, may need to create a small workgroup to create the coding manual. Magnus and Megan volunteered to work with Angie.
3. Update on adding info to FERPA Training about not sharing EMPLID via email
 - Brandon updated the FERPA training, but not sure that it includes anything with EMPLID. Brandon will follow up with Sam and get back to the committee.
 - Dani suggested that the EMPLID on email issue should be reinforced other places in addition to the FERPA training.
 - Magnus recommended that it would help to tell people what to do instead of what not to do.

- Sharing on Google documents is a good alternative since the lowercolumbia accounts are FERPA protected.
 - Brandon suggested we outline a lot of different options we could come up with as a committee.
 - Magnus created a one page document and will share it with Brandon to put with other IT articles.
 - Brandon explained that the law changed a few years ago regarding the security of student id numbers.
 - Wendy explained that the LCC policy around this explains that it's more of a best practice, but bad things could happen.
4. Updates from statewide Demographic subcommittee (Dani)
- Been working on a proposal for quite a few months on refining race and ethnicity categories. There's new and different codes in ctcLink than Legacy. Working to consolidate the list. Based on work that has been done by OSPI. Once the proposal is ready for public comment, Dani will share with the committee.
 - Looking for input on how colleges are using information. Some are asked in OAA and some aren't asked anymore. A new category being proposed is students experiencing homelessness. Looking to bring back family status (was in Legacy but not currently in ctcLink). Recommending to move some questions such as First Gen to Student Self Service instead of on the admissions application.
 - Wendy explained that first generation status is a new reporting requirement for accreditation for all colleges. The Research & Planning Commission has been working with SBCTC Data Services and SBCTC Policy Research team to identify and collect all the places first generation information lives in ctcLink and Legacy, and to get it in one place for accreditation reporting and other research. Wendy emphasized that accreditation and research staff across the system will need the first generation question(s) to stay required.
5. ctcLink data MOU and Data Privacy/Usage Agreement draft
- a. [W draft ctcLink Data Privacy and Usage Agreement 04-23-2021.docx](#)
 - b. [W ctcLink MOU 06-30-21.docx](#)
- Brandon explained that this came about due to screens being shared with student/employee information during trainings.
 - The presidents approved the MOU, and where it stands now is how is it going to be tracked? Is it SBCTC, HR, Canvas course, etc? That is still being worked out now.
 - This agreement is really just for ctcLink users (not other tools like EAB Navigate). The EXPECTATION is that each college has a process in place for sharing and using data with third party systems.
 - Discussion about adding a new employee training in HR, to sign the MOU and relate it to ctcLink and other tools like Navigate.
 - Discussion about tightening up security roles in Navigate to match individual employee access in ctcLink. Birth date was brought up specifically.

- Kara pointed out that some employees need part of the EMPLID or the DOB to differentiate students with the same name, especially being on a shared system with other colleges.

Action Items

1. Approval of [minutes](#) from previous meeting (Wendy) - **action needed**
 - a. Dani moved to approve the previous minutes
 - b. Magnus seconded the motion
 - c. Minutes approved

Parking Lot

- For future agenda item: data fields with third-party applications as they pertain to ctcLink security roles or lack thereof.