



Data Governance Committee Minutes

August 14, 2018

Attendance

Nicole Buffham, Desiree Gamble, Marisa Geier, Sarah Griffith, Wendy Hall, Eli Hayes, Sherie Hockett, Brandon Ray, Angie Rogers, Dani Trimble

Discussion

Following a brief welcome and introductions, the procedural template for the Data Governance Committee was reviewed.

Wendy explained that the state board is requiring all colleges to have a Data Governance Committee for ctcLink. The following is an excerpt from a state board presentation on why ctcLink needs Data Governance:

- Who has access to the data? (decision rights)
- Configuration (coding) decisions to be made
- Information needs to be shared
- Data Quality
- Cross functional discussions and collaboration
- Shared Governance

A (Google) team drive called "Data Governance Committee" was created to house materials related to the committee.

The group agreed to rename the Coding Work Group identified in the procedural template to 'Student Reporting and Coding Work Group' for clarity.

The new EU General Data Protection Regulations (GDPR) were discussed and a handout created by Brandon was provided. We will discuss GDPR compliance at our next meeting. Committee members were asked to read the materials provided before we reconvene.

Privacy laws related to children under 13 (COPPA) were briefly discussed. Angie and Wendy will conduct more research on this topic, which will be added to a future agenda.

Data quality and management (coding) issues were briefly discussed, including: meta-majors, TRiO students, placement/testing data, NSO, and veterans.

The need for consistent use of the fields HS_LAST_YR and HS_SCHL_GRAD by Registration, CEO and Running Start was also discussed.

Public Directory Information – the need for a more precise definition of what LCC considers directory information was discussed. This should be defined in a procedure or policy.

It was noted that the DGC and Coordination of Issues may be discussing some of the same topics.

The need for a procedure related to what constitutes appropriate data sharing methods (including over email) was discussed. A policy or procedure related to data sharing, and data protections needed for compliance with GDPR will be drafted by the DGC.

Availability and procedures for sharing Canvas data was also noted as a future agenda item.