



Data Governance Committee Minutes

November 27, 2018

Attendance

Nicole Buffham, Byron Ford, Desiree Gamble, Sarah Griffith, Wendy Hall, Eli Hayes, Sherie Hockett, Matt Quirk, Brandon Ray, Angie Rogers, Nichole Seroshek, Dani Trimble. Absent: Marisa Geier, Theresa Stalick.

Discussion

Wendy and Angie working on drafting a directory information procedure document. Brandon says a draft is on the state website. Goal is to create a list of student information that is considered public information and okay to share.

GDPR compliance / DOE cyber security compliance documents are on the DGC Google drive. Brandon did research for the IT Security Council. Cites lack of agreement around the state/nation on defining compliance. U.S. has most of this already, but broken up into separate laws. Discussion ensued in re specific LCC application and documentation. LCC is not compliant with all WA requirements at this point, e.g. 6th standard – access security. LCC has stricter standards than some other colleges in the system but still has areas to address. Plan is to have a shareable version by July.

General feeling is that there is a lack of standardization and communication at LCC in these areas.

DOE is auditing institutions for compliance, which need to have documented policies in place. The danger is that institutions may be deemed unable to manage Title IV aid. Brandon states that breaches must be within 24 hours of when they are detected or even suspected. Marisa Geier states that “the fine is \$54,789 for each violation for institutions that fail to self-report breaches”. Spring of 2018 LCC had several phishing attacks which were reported to the government within 24 hours, with feedback that LCC acted in a timely and responsible manner and no action was required.

EAB Navigate may help mitigate this in re interactions between students and between students and advisors involving sensitive data. Enterprise document systems may also be useful due to their ability to audit access to documents. It was also noted that more care can be taken emailing documents and sensitive data.

It was noted that there are two Google Drive environments, one for students, which is not FERPA compliant, and one for staff which is.

There was discussion of an “LCC ID” mapped to the SID internally but it was pointed out that we already have that in the data warehouse. Another suggestion to verify is to use the birthday and last 4 digits of the SID.

Discussion of assignment of advisors in SMS – Advisors in SMS are not usable in the EAB system in their native format. It was pointed out that SMS advisors were not populated for a certain time and SMS needs to be cleaned up in order to use this data in EAB. Canvas may be the most reliable source and can be downloaded. Manual validation may be required.

Action Items

- Create a subgroup to discuss how data is shared, establish standards and identify tools, e.g. Forms Manager.
- Create a subgroup to discuss migrating advisors from SMS to EAB

Parking Lot

Emails storage standards