



Data Governance Committee Minutes

January 27, 2020

Attendance

Nicole Buffham, Sarah Griffith, Magnus Altmayer, Wendy Hall, Angie Rogers, Byron Ford, Dani Trimble, Nichole Seroshek, Theresa Stalick, Brandon Ray, Desiree Gamble, Matt Quirk

Discussion

- 1) Process for providing students with ID numbers, account names, etc. both in person and by phone
 - a) IT is working on an online lookup tool; it's on their project list.
 - b) ID numbers will be 9 digits in ctLink, and they will be the student's username.
 - c) Current practice is for students to be sent to Registration if they need to find out their student ID numbers.
 - d) Once live on ctLink, the best place to send students might be the One Stop. They can direct students to the portal.
 - e) Students without an SSN can't use the portal, and they are currently directed to Registration to retrieve their student ID number.
 - f) Brandon's recommendation for ctLink: If students don't have an SSN, they could enter their preferred email, birth data and zip code (students would need to enter all three to get their ID number). The group agreed with Brandon's recommendation.
- 2) Security Roles (Nichole S.)
 - a) Lessons learned from Clark. Need to have a formalized procedure/protocol in place to adjust/add security role approvals for staff. Having a formalized process to designate which pillar and which area in the pillar, would be helpful. The goal is to go through the approval process before granting access. This is particularly critical for the CS pillar, because the CS pillar is so large and contains student and financial information (i.e., Student Financials, Financial Aid).
 - b) It was noted that we also need to consider an annual audit and how we might do that.
 - c) One suggestion was for the for the pillar leads to field the approval requests as a starting point.
 - d) A suggestion for the week of Go Live: everybody is directed to one person, and that person has a list of people who would approve security roles.
 - e) Another suggestion is to use the IT ticket system, and requests would be sent out to the appropriate pillar lead or security role approver.
 - f) It was noted that a decision may have to be made by the ctLink Alignment team.
- 3) Milestones in ctLink - AA-DTA concentrations (to be entered manually - need to determine how far back to go)

- a) Suggestion is to manually enter current students only (winter/spring). The group agreed.
 - b) Brandon suggested for IT to do a one-time update to Navigate that adds a note to students' profile saying what program/concentration the student is enrolled in. The committee agreed.
- 4) Committee membership
- a) Request from classified union to add more classified representation to the committee. Agreement was reached to add two classified staff members to the committee, and the union can submit nominations for the committee to consider. If the committee declines a nomination, the committee chair (co-chair) will provide the reason to the union.
 - b) The union submitted the following nominations:
 - i) Kara McElroy - committee agreed to accept the nomination.
 - ii) Alma Mendoza - the committee recommended that Anne-Marie Klein serve on the committee for Transitional Studies rather than Alma, due to Anne-Marie's expertise and knowledge of CASAS and WABERS data.
 - iii) Angie will follow-up with the union.
- 5) Faculty member on committee
- a) The committee discussed the faculty member's request to add a faculty member to the committee.
 - b) The committee noted that three of its members are from Instruction.
 - c) The committee is open to having a faculty member serve on the committee, but felt it prudent to wait for a formal recommendation from the faculty body.
- 6) SBCTC Proposal: Directory information and FERPA block (Brandon)
- a) It looks like the proposal is getting approved; however, the timeline is unclear.
- 7) Data security & FERPA block discussion (Brandon)
- a) How does the FERPA block field impact the information that is sent to third party providers, like Alma? Brandon's recommendation is to not send third parties any student information for students who have a FERPA block.
 - b) Sarah recommended that Brandon talk to the staff directly working with the third party tools to discuss the impact of his recommendation.
 - c) Mind Body (used by fitness center) and Academic Works (used for scholarships) are examples of other third party systems used at LCC.
 - d) There's not many students who currently request a FERPA block, but that could increase in ctclink since the FERPA block option is more prominently displayed for students.
 - e) Brandon suggested the need for the committee to make a formal decision/recommendation on sharing data with third parties. Brandon will work on a draft proposal for the committee to review.
- 8) Options for a secure email portal
- a) Secured transfer file is up and running (Dave's tool). It's a fast/inexpensive way for us to send secure information through email. If a portal is still needed, Brandon can look into it but it will most likely cost thousands of dollars.
 - b) Desiree requested an update to the tool: being able to see who the email was sent to. Brandon explained that the tool only allows emails to be sent to one person at a time right now, but he can look into updating the tool.
 - c) Staff should be able to communicate with students in the ctclink Message Center. It should be FERPA protected. It creates an alternative to communicating with students that LCC has never had before.

- 9) Washington Data Breach Law
 - a) The new law elevates the student ID to driver's licenses and passports. ID numbers shouldn't be listed on reports with student names.
- 10) Washington Supreme Court says state employee birth dates are public records

Action Items

- 1) Committee agreed that only current students AA-DTA concentrations data will be manually entered in Milestones in ctclink.
- 2) IT will do a one-time update to Navigate, adding a note to each student's profile stating the program title/concentration.
- 3) Committee accepted Kara McElroy nomination for membership, and will await feedback from union on the recommendation to add Anne-Marie Klein.
- 4) Committee will consider adding a faculty member to the committee if a formal recommendation is made.

Parking Lot

- 1) Brandon will draft a proposal for committee review that addresses sharing data with third parties when students have a FERPA block. After committee review, the proposal will go to Cabinet.