

Data Council Agenda

August 5, 2024

Presenter	Discussion Item	Resources/Links
Erika	College Council Updates <ul style="list-style-type: none">• Council vs. Committee Definitions	
Jack	Records Retention - specifically around electronic records	Erika Currently Working on a draft policy pertaining to student records only. Current General Retention Policy: https://www.wvcc.edu/wp-content/uploads/2010-Records-Retention-and-Management-Administrative-Policy-FINAL.pdf https://www.wvcc.edu/wp-content/uploads/2010-Records-Retention-and-Management-Administrative-Procedure-FINAL-1.pdf WA State Retention Policy: Community and Technical Colleges https://www2.sos.wa.gov/assets/archives/recordsmanagement/community-and-technical-colleges-records-retention-schedule-v.2.1-(december-2022).pdf Applies to All State Government Agencies https://www2.sos.wa.gov/assets/archives/recordsmanagement/state-government-general-records-retention-schedule-v.6.2-(august-2021).pdf
Josh	Defining Student Status (enrolled vs. stop out vs. re-enroll)	

Josh	Work Based Learning Courses	Coding Manual : SWRK
Stephanie	Security Role Audit - Annual Reviews	
All	Data Dictionary Updates	

Meeting Minutes

Notes from College Council

- Erika provided updates from last College Council Meeting - See minutes from College Council for details.

Records Retention - specifically around electronic records

- Needing to review current Records Retention Policy. The current one does not include any student specific retention information. A separate policy should be created for student records or included in the current one. Both also need to ensure practices about retention schedules for digital documents such as email, texts, etc. rather than simply keeping everything forever.
- If we get a records request, the "pile" of document sources is ever growing.
- Erika and Stephanie will get together to go over Policy/Procedure
- IT will be collaborated with regarding any Policy/Procedure updates.
- Develop ideas on spreading awareness and providing training on records retention.

Defining Student Status (enrolled vs. stop out vs. re-enroll)

- With the new Slate transition, it was asked of IR to determine definitions of students at different points of their time at WWCC.
- Currently this is mostly a concern for Strategic Enrollment but conversations like this have occurred in IR as well.
- Program Plan stacks and term activation are key indicators on whether a student is eligible to enroll/enrolled.
- David will create a document outlining the Lifecycle of the student, pointing out important data markers along the way. Will bring to a later DC meeting for further discussion.

Work Based Learning Courses

- Was not coded in Legacy but now we are able to code this in ctclink, Coding Manual outlines the definition of these kinds of courses.
- Jerry will talk to Dante and work with Josh and Nel to update SWRK coding in ctclink.

Security Role Audit - Annual Reviews

- Intended practice was to do a review twice a year of roles in ctclink: once in January and once in July

- Victor has been identified as the lead for managing this work
- It was suggested by Jack to maybe use our new ticketing system to manage this process.
- Pillar leads will be included in the review process.

Data Dictionary Updates

- Now that Lori is the FIN Pillar lead, she has reviewed the current listing of Data sources needing to be defined and identified ones that are higher priority.
- Victor has done some research on what other colleges are doing. Very few colleges have something like this, or a small portion completed.
- SBCTC may be working on a project that could help with this task.
- Victor has worked on a form that could help us identify common processes that need to be mapped and defined first. Victor will send that out to the Council for review.