California Community Colleges

Data Governance Advisory Workgroup (DGAW) November Meeting Recap

November 2025

Executive Summary (1 of 2)

On November 6, 2025, the Data Governance Advisory Workgroup (DGAW) met in Sacramento, CA for the fifth workgroup meeting. The session focused on reviewing tactical groups' progress on templates and standards, finalizing template, standard, and framework drafts, and sharing in-depth test details with platform representatives. Key meeting highlights include:

- Feedback from statewide audiences key to refine data governance templates and standards; input received from CISOA and The RP Group volunteers on second set of documents.
- Test of data governance tools with platforms will help DGAW understand the utility of the tools and inform statewide rollout and adoption efforts.
- Test platform representatives will receive dedicated support throughout test process to confirm platform-specific nuances are considered and addressed across the tools.
- Over next two months, platform representatives will prepare for the test by identifying use cases, data elements, and participants.

California Community Colleges

Executive Summary (2 of 2)

Key Takeaways

Workgroup members:

1. Reviewed and incorporated feedback from volunteer reviewers:
    - Data Sharing Agreement Template
    - Metric Definition Dictionary Template
    - Data Quality Standard
    - Critical Data Element (CDE) Standard
    - Metadata Management Framework
    - Data Quality Framework
    - Data Quality Rules Library; Data Quality Rules Library Guide
    - Data Classifications Standard
    - Data Lifecycle & Retention Policy
    - Data Protection & Privacy Framework
2. Covered in-depth details for testing data governance frameworks, standards, and templates.
3. Met with platform representatives to discuss key test activities and next steps.

Meeting Attendance

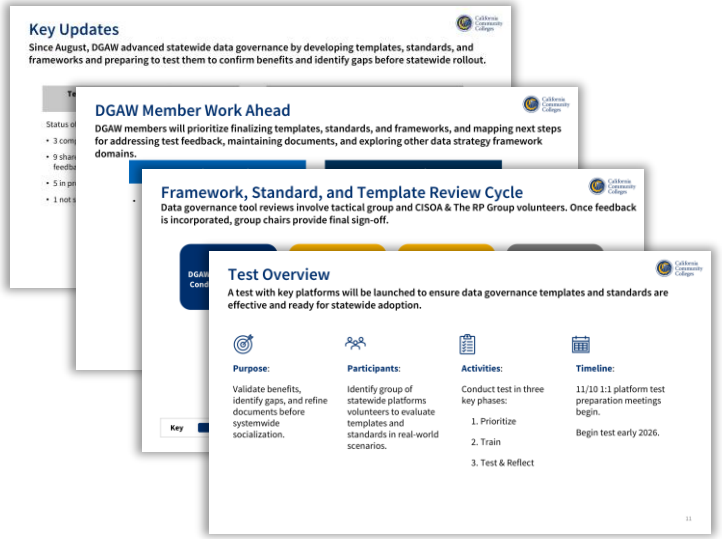
#	Member Name	Organization
1	Rebecca Bocchicchio*	CCCCIO
2	Dulce Delgadillo**	RP Group
3	Thanh Do*	4CS
4	Veronica Fisher*	CACCRAO
5	John Hetts*	Chancellor's Office
6	Xiaohong Li*	CISOA
7	Pam Mery*	RP Group
8	James Temple*	CISOA
9	Terrence Willet*	CCCCO
10	Aeron Zentner*	RP Group
11	Stuart Davis	CISOA
12	Chris Dela Rosa	ACBO
13	David Duncan	SSCCC
14	Mikki Johnson	CCCSFAAA
15	Jeannie Kim	CEOCCC
16	Ernest Shih	CCCCO
17	Eric Wada	ASCCC

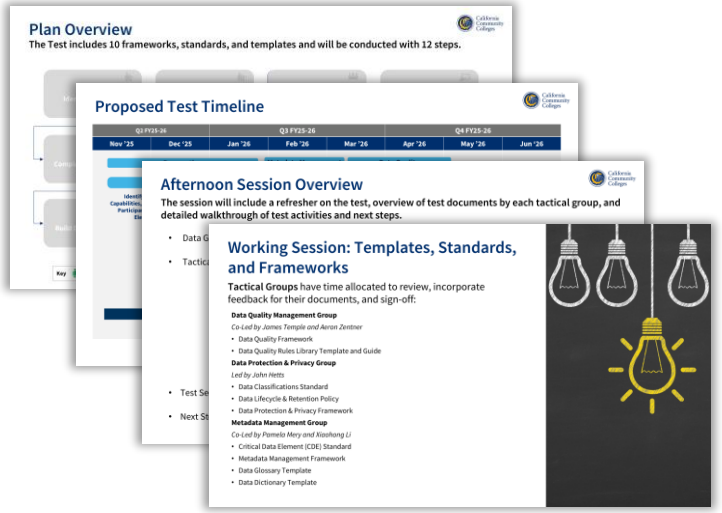
*Attended session

Progress Update and Working Session (1 of 2)

Discussion Points:

- DGAW continues to drive statewide data governance strategy, building on test planning from the August meeting.
- Tactical groups completed thirteen (13) frameworks, standards, and template drafts, four (4) drafts in progress, and one (1) pending development.
  - For completed drafts, feedback solicited from volunteer reviewers from The Research & Planning Group and CISOA.
  - Tactical groups addressed and incorporated volunteer feedback in breakout session.
  - Document review cycle include DGAW member and The RP Group and CISOA feedback.
- DGAW members will focus on finalizing remaining documents, addressing test feedback, and exploring other dimensions of data strategy framework.
- DGAW members reviewed the test overview and afternoon session plan to prepare for discussion with platform representatives.
  - Test focused on:
    - Validating utility of data governance frameworks, standards, and templates.
    - Gathering actional feedback to refine data governance tools before broader rollout.
  - Afternoon session to include overviews of documents developed by tactical groups, test sequencing, and review of timeline, resources, and next steps.

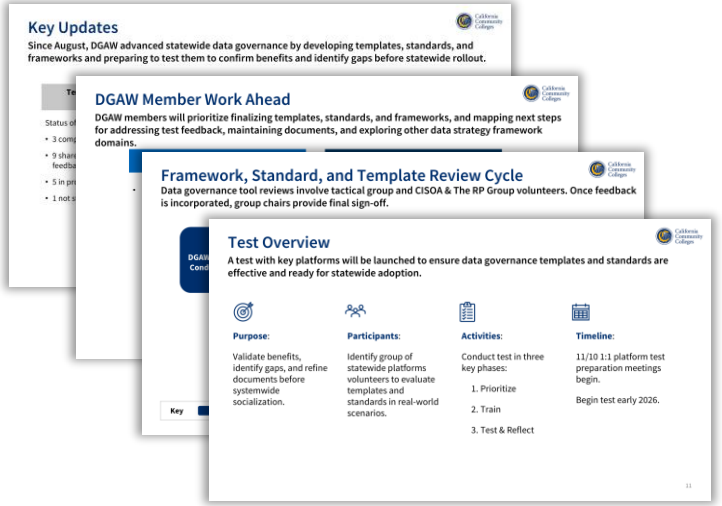


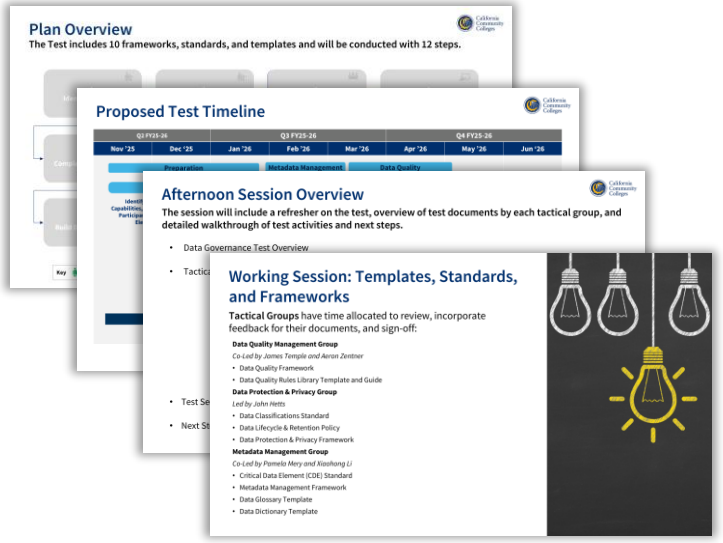


Progress Update and Working Session (2 of 2)

Discussion Points:

- Platform test is a “light” model with subset of data governance tools (10 of 18) and select data elements based on 1-2 use cases.
  - Full set of tools should be applied after test and once tools rolled out statewide.
- Platform test and scaling will inform statewide roll out and adoption.
- Test sequencing discussion focused on:
  - Platform data catalogs may need to be updated with new data glossary and data dictionary fields and information.
    - Source of data catalogs may be tied to upstream systems (e.g., MIS) and therefore any data catalog updates require thoughtful coordination.
- All nine (9) platforms can be supported during test; expecting 1-4 people per platform.
  - Platforms may have one person or many to cover the needed roles and responsibilities for test.
  - DGAW members not required to manage test but are welcome to be involved.
  - Participants who manage multiple platforms (e.g., Tech Center) will need to identify which platform will be included; CCCApply ideal test platform option.

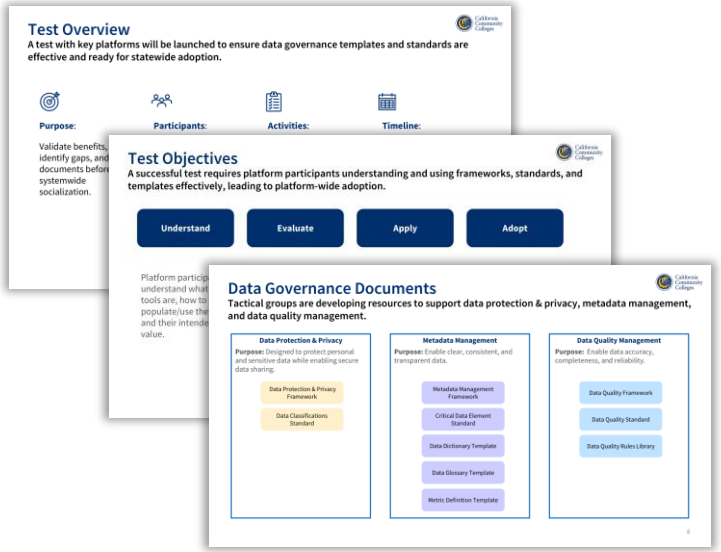


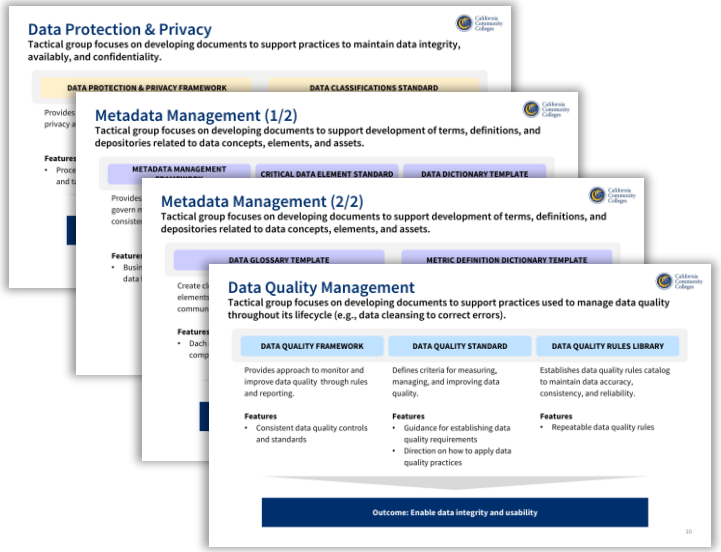


Platform Session: Test Overview

Discussion Points:

- Test includes:
  - Evaluating utility of new data governance tools.
  - Balancing data protection and privacy with enabling data sharing for research.
  - Focusing on select data governance tools (10 of 18).
- Each tactical group provided overviews of the documents developed and included in test:
  - Data Protection & Privacy: Establish a unified framework and classification standards to safeguard sensitive data (PII, PHI, PCI) while ensuring compliance and transparency across the system.
  - Metadata Management: Create consistent definitions and repositories (data dictionary, metric dictionary, glossary) to standardize terminology and clarify relationships among critical data elements.
  - Data Quality Management: Implement a systemwide framework and universal rules to ensure accurate, reliable, and meaningful data, driving a cultural shift toward trust and usability.

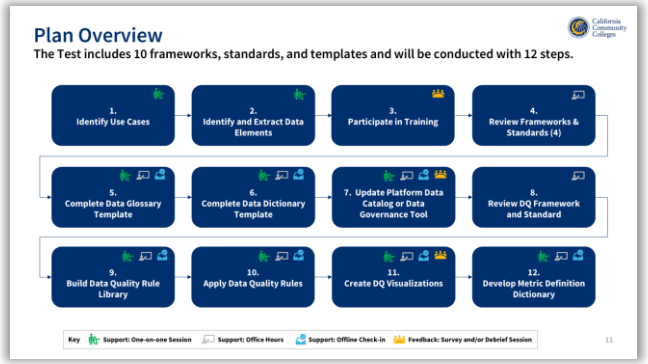


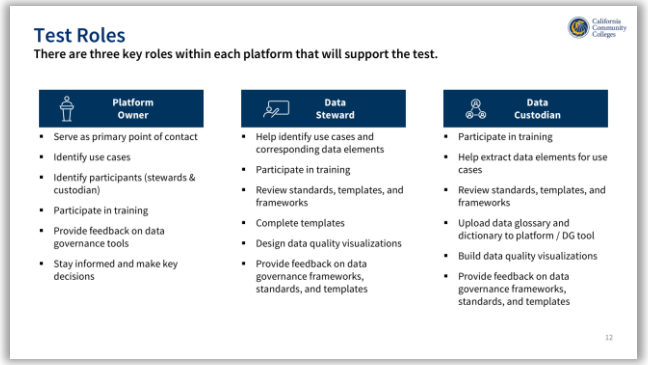


Platform Session: Test Sequence (1 of 3)

Discussion Points:

1. Define Use Cases.
   - Select 1–2 platform-specific scenarios that:
     - ❑ Involve a data quality issue impacting reporting or operations.
     - ❑ Include restricted data (PII, PHI, PCI) or other sensitive elements.
     - ❑ Are significant enough to have an impact at the system level.
2. Identify and Extract Data Elements.
   - Identify all data elements relevant to the selected use case and export them, typically into an Excel file.
   - Assign responsibilities: Data Custodian: handles technical extraction (often via Excel or database queries). Data Steward: provides functional context for each element.
3. Participate in Training: Tailored to platform needs; focused on how to apply and use frameworks, standards, and templates.
4. Review Frameworks & Standards, providing feedback on clarity, applicability, and gaps.
   - Includes: 1) Data Protection & Privacy Framework, 2) Metadata Management Framework. 3) Critical Data Element Standard, & 4) Data Classification Standard.
5. Complete Data Glossary Template: Define terms in plain language; explain usage and relationships to other data.
6. Data Dictionary Template: Document technical details (location, format, constraints) and validate alignment between glossary and dictionary fields.



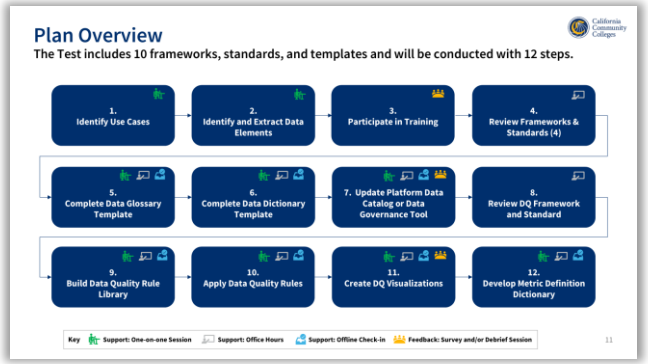


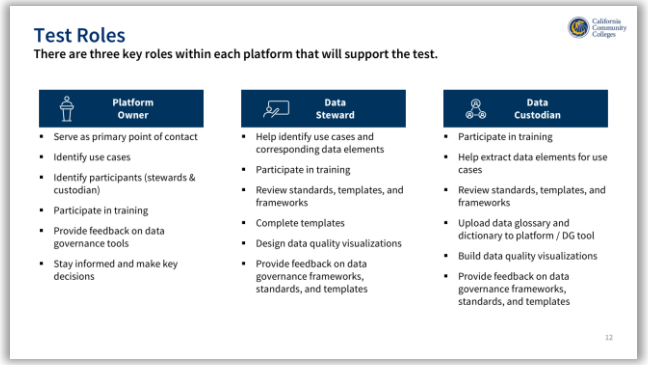
Platform Session: Test Sequence (2 of 3)

Discussion Points:

7. Update Platform Data Catalog: Compare current catalog fields with governance templates and enhance catalog.
8. Review Frameworks & Standards, providing feedback on clarity, applicability, and gaps.
    - Includes: 1) Data Quality Framework & 2) Data Quality Standard.
9. Build Data Quality Rules Library.
    - Review data lineage: identify flow of data through systems, showing where it originates, how it moves, transforms, and where stored.
    - Profile data: review structure, assessing completeness (missing values, nulls, blanks), uniqueness (identifying duplicates and values that should be unique like SSN, consistency (formatting and naming), accuracy, among other factors.
    - Identify root cause of data quality issues.
10. Apply Data Quality Rules to use case.
    - Validate thresholds (e.g., completeness, accuracy).
    - Define remediation actions (halt load, notify, or accept with warnings).
11. Build KPIs and visualizations (Power BI or similar) to monitor rule performance.
12. Complete Metric Definition Dictionary.
    - Use cases typically have metrics used for reporting. Explore how the DQ KPI would inform those metrics and may result in the development of new metrics.

- Test is segmented so participants review and provide feedback on specific frameworks and standards and apply that knowledge to completing templates.

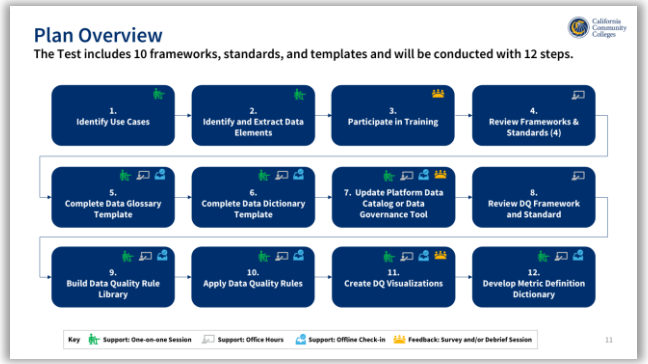


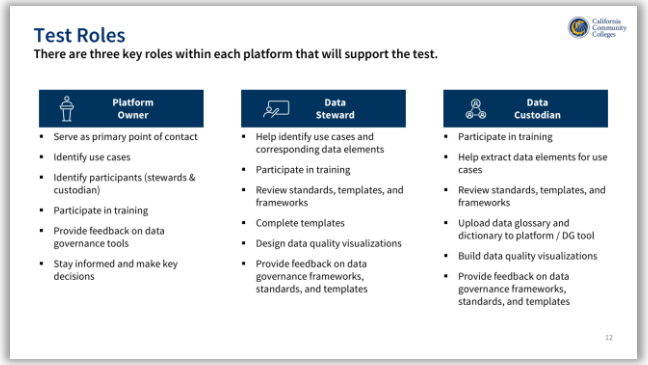


Platform Session: Test Sequence (3 of 3)

Discussion Points:

- Group discussion on test activities focused on:
  - If platform does not directly manage PII or PHI is involved, test would have reduced scope or could use other restricted data.
  - Suggestion to diversify use cases across platform to provide wide range of examples for expanded rollout.
  - Platform definition is flexible. For the Technology Center, one or more platforms can be selected for test.
  - Test scope is focused on use cases; great outcome would be application of data governance tools to all platform use cases.
  - Based on test, will plan how to expand broader statewide rollout.
  - Data quality measures important to have more trustworthy and reliable data.

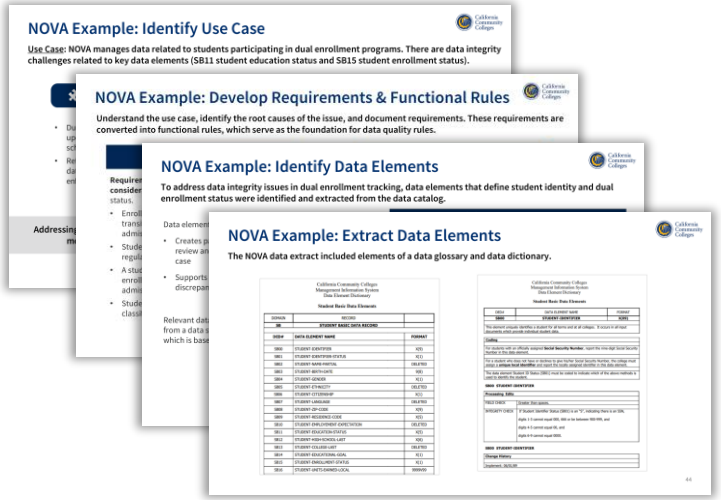


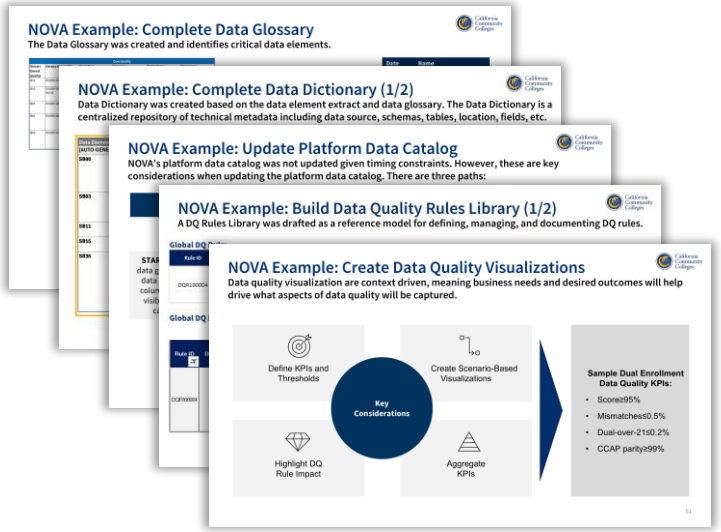


Platform Session: NOVA Example Use Case

Discussion Points:

- NOVA provided an example use case to demonstrate test activities and sequencing; NOVA supports multiple projects and receives data from DataVista, MIS, and college SIS systems.
- Use Case: NOVA manages data related to students participating in dual enrollment programs. There are data integrity challenges related to key data elements (SB11 student education status and SB15 student enrollment status).
- Identified requirements. Functional rules, established the operational considerations and logic behind these requirements
- Identified 10 related data elements and extracted from NOVA.
- Data glossary updated for each data element, adding business definitions and context for how data is used.
- NOVA data element extract had some information typically included in data dictionary. Data dictionary template was used to augment information with additional relevant columns.
- Next step is updating platform catalog with information from data glossary and data dictionary. This confirms the platform is storing and documenting this information.
- To create data quality rules, needed to understand data lineage and the root cause of data quality issues. These were the steps followed:
  - Validate technical lineage. In this case, data flows from colleges, to MIS, to DataVista to NOVA.
  - Profile data and perform root cause analysis.
  - Develop DQ rules based on functional rules and profiling results.

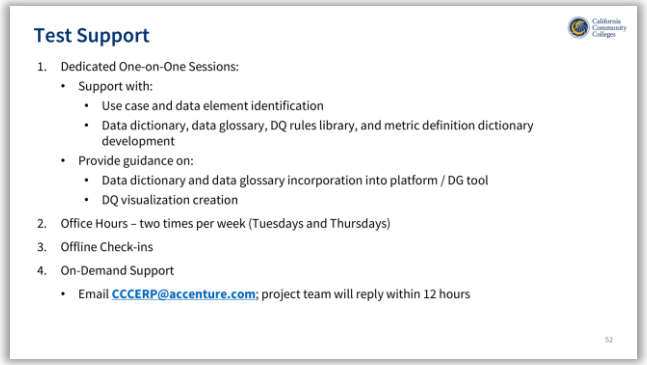


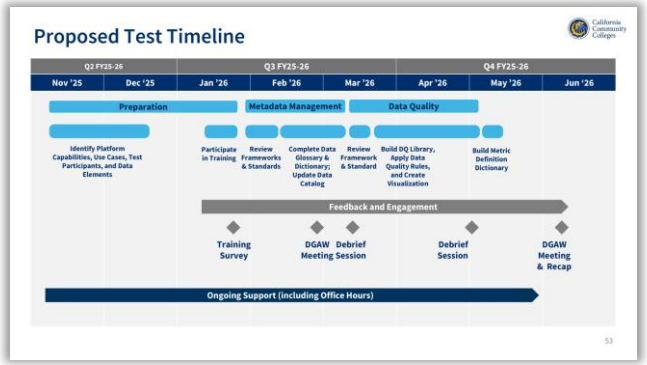


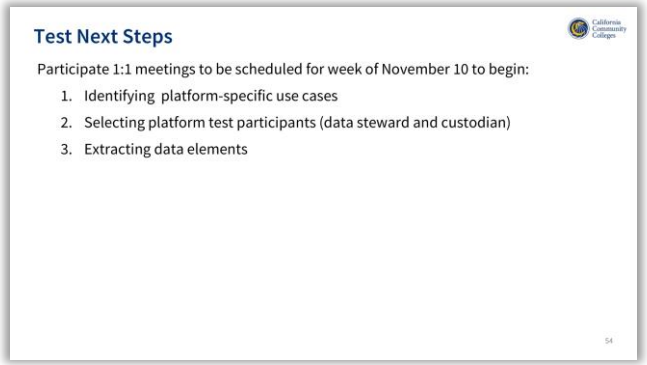
Platform Session: Support and Next Steps

Discussion Points:

- Test timeline includes:
  - One-on-one meetings to identify platform-specific use cases, data elements, and participants starting in November.
  - Training in January.
  - Testing occurring in waves from February through May.
- Test participants will receive dedicated support through one-on-one sessions, office hours, check-ins, and on-demand support.
- Feedback will be collected from participants on a rolling basis through various mechanisms, including debrief sessions and existing test meetings.







California Community Colleges

Data Governance Advisory Workgroup (DGAW) November Meeting

November 6, 2025

Objectives

1. Share update on platform engagement for test and align on test next steps.
2. Finalize templates, standards, and frameworks.
3. Provide platform volunteers a detailed test walkthrough including next steps.

Agenda

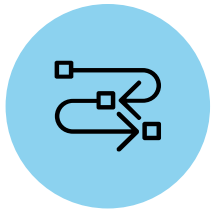
Time	Activity
10:00 AM	Welcome, Objectives, Agenda, Agreements
	Progress Update
	Test Overview
	Working Session: Framework, Standard, and Templates Finalization and Test Overview Prep
12:30 PM	Lunch
1:30 PM	Welcome, Agenda, Agreements
	Data Governance Test Recap
	Tactical Group Document Overviews
	Test Sequencing and Example
	Test Next Steps
	Q&A
3:00PM	Meeting End

Ground Rules

Adhere to timebox

G E L M O
"Good Enough
Let's Move On"

Use parking lot



Trust the process
(be present and inclusive)

Be curious and solution-oriented

Give grace and assume positive intent

Progress Update

Key Updates

Since August, DGAW advanced statewide data governance by developing templates, standards, and frameworks and preparing to test them to confirm benefits and identify gaps before statewide rollout.

Templates, Standards, and Frameworks Development

Status of 18 documents:

- 3 complete
- 9 shared with CISOA and RP group volunteers for feedback
- 5 in progress
- 1 not started

Data Governance Test

- Engaged platform owners from nine (9) platforms for test participation
- Held information session in late September with attendance from all platforms
- Invited platform representatives to November DGAW meeting afternoon session

Framework, Standard, and Template Status

DGAW prioritized the finalization of documents needed for the test.

Complete (Ready for test of applicable)	In Progress		Not Started
• **Data Quality Standard***	• **Metric Definition Dictionary Template***	• **Metadata Management Framework***	• KPIs and Dashboards
• Data Sharing Agreement Template	• **Data Glossary Template***	• Data Lifecycle & Retention Policy	
• System Data Flows (15 statewide platforms documented)	• **Data Dictionary Template***	• Data Privacy Policy	
	• **Data Classifications Standard***	• Data Lineage Standard	
	• **Critical Data Element (CDE) Standard***	• Change Management Framework	
	• **Data Quality Rules Library and Guide***	• Data Governance Operating Model	
	• **Data Quality Framework***		
	• **Data Protection & Privacy Framework***		

Legend

* *Frameworks, Standards, and Templates that will be included in the test and must be finalized by* ***December 1.***

DGAW Member Work Ahead

DGAW members will prioritize finalizing templates, standards, and frameworks, and mapping next steps for addressing test feedback, maintaining documents, and exploring other data strategy framework domains.

November – December

- Review these documents:
  - Data Lineage Standard
  - Privacy Assessment

January – February

- Review these documents:
  - Change Management Framework
  - Operating Model
- Review preliminary test feedback
- Establish data governance document maintenance process
- Explore other data strategy framework domains with TTAC

Framework, Standard, and Template Review Cycle

Data governance tool reviews involve tactical group and CISOA & The RP Group volunteers. Once feedback is incorporated, group chairs provide final sign-off.

1 (TGCA)

DGAW Tactical Groups Conduct First Review

2 (TGA)

DGAW Tactical Feedback is Incorporated

3 (TGA)

DGAW Tactical Groups Review and Confirm Updates

4 (VA)

CISOA & The RP Group Volunteers Conduct Review

5 (TGA)

Volunteer Feedback is Incorporated

6 (TGA)

DGAW Tactical Groups Conduct Final Review

7 (TGCA)

DGAW Tactical Group Chairs Provide Sign Off

Key Tactical Group Chair Activity (TGCA) | Tactical Group Activity (TGA) | Volunteer Activity (VA)

Test Overview

A test with key platforms will be launched to ensure data governance templates and standards are effective and ready for statewide adoption.

Purpose:

Validate benefits, identify gaps, and refine documents before systemwide socialization.

Participants:

Identify group of statewide platforms volunteers to evaluate templates and standards in real-world scenarios.

Activities:

Conduct test in three key phases:

1. Prioritize
2. Train
3. Test & Reflect

Timeline:

11/10 1:1 platform test preparation meetings begin.

Begin test early 2026.

Test Details

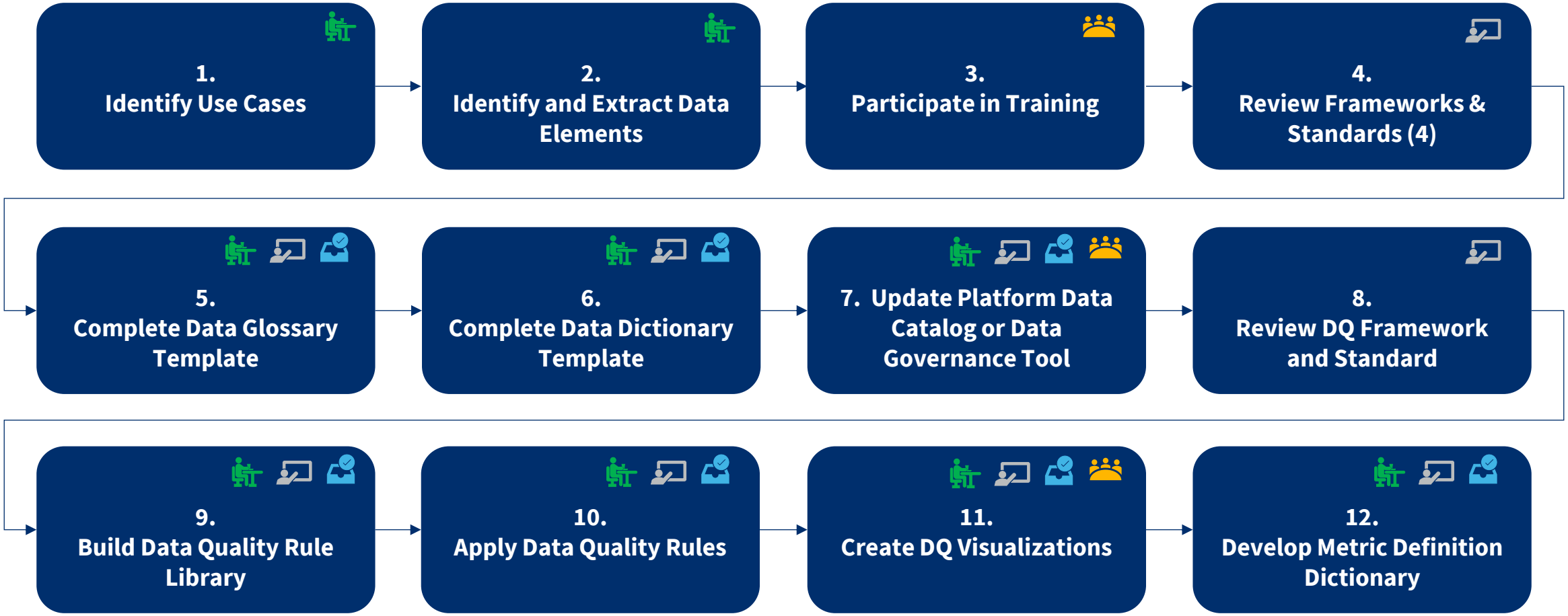
Test Objectives

A successful test requires platform participants understanding and using frameworks, standards, and templates effectively, leading to platform-wide adoption.

Understand	Evaluate	Apply	Adopt
Platform participants understand what the tools are, how to populate/use them, and their intended value.	Platforms participants review frameworks and standards and provide wholistic feedback.	Platforms participants identify use cases and data elements, run database queries and apply knowledge from frameworks and standards to complete templates and provide feedback.	Platform owners recognize the value of the tools and expand their use across more platform use cases.

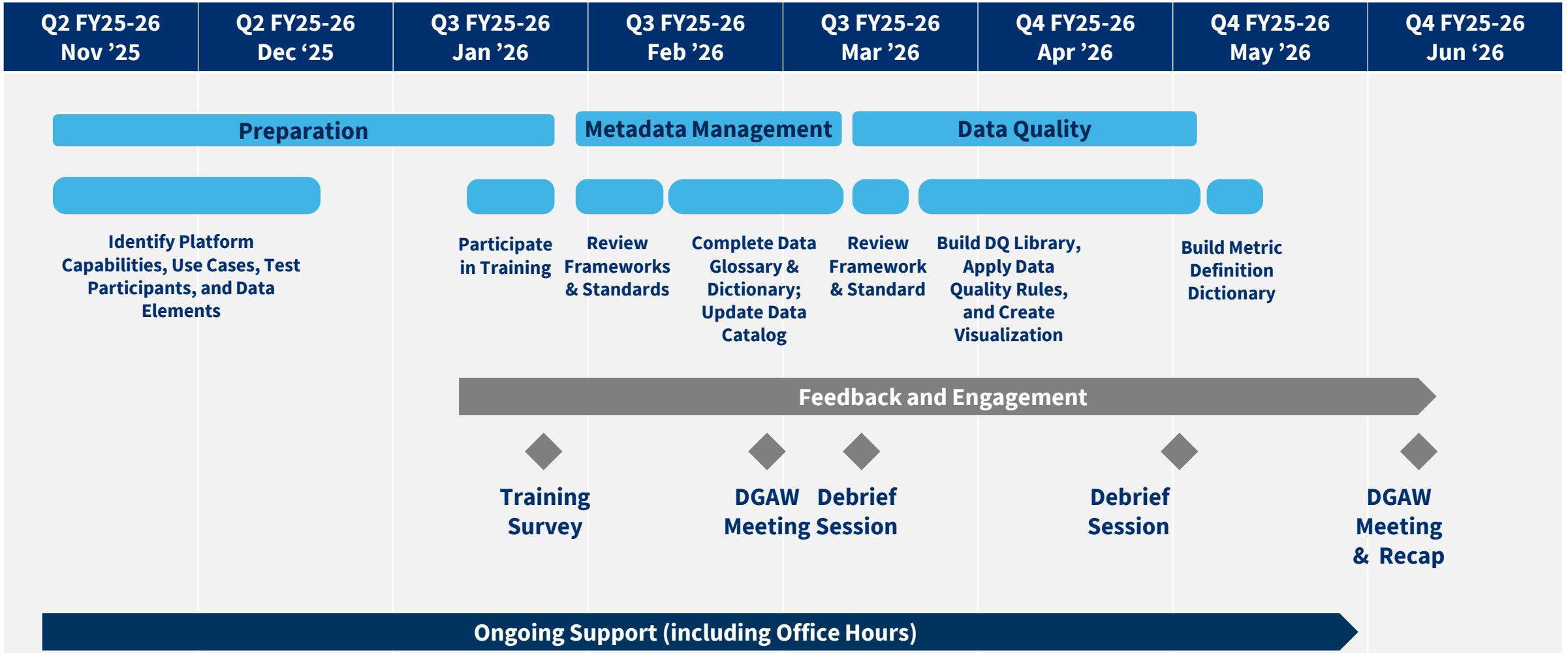
Plan Overview

The Test includes 10 frameworks, standards, and templates and will be conducted with 12 steps.



Key | Support: One-on-one Session | Support: Office Hours | Support: Offline Check-in | Feedback: Survey and/or Debrief Session

Proposed Test Timeline



Afternoon Session Platform Representatives

Representatives from the following platforms were invited to this afternoon's session.

#	Platform
1	Mapping Articulated Pathways (MAP)
2	Common Cloud Demonstration Project (CCDP)
3	Program Pathways Mapper (PPM)
4	Reimagine CCCApply
5	DataVista
6	NOVA
7	Vision Aligned Reporting (VAR)
8	California Virtual Campus (CVC)
9	Tech Center Portfolio

Afternoon Session Overview

The session will include a refresher on the test, overview of test documents by each tactical group, and detailed walkthrough of test activities and next steps.

- Data Governance Test Overview
- Tactical Group Walkthrough:

Tactical Group	Speakers
Data Protection & Privacy	Dulce
Metadata Management	Pam and Xiaohong
Data Quality Management	Thanh

- Test Sequencing and Example
- Next Steps

Working Session

Volunteer Reviews

CISOA and The RP Group volunteers provided feedback on the following Frameworks, Standards, and Templates:

- Critical Data Element (CDE) Standard
- Data Classifications Standard
- Data Lifecycle and Retention Policy
- Data Glossary Template
- Data Dictionary Template
- DQ Rule Library and Guide
- Data Quality Management Framework
- Data Protection and Privacy Framework
- Metadata Management Framework

Working Session: Templates, Standards, and Frameworks (1 of 2)

Tactical Groups have time allocated to review, incorporate feedback for their documents, and sign-off:

Data Quality Management Group

Co-Led by James Temple and Aeron Zentner

- Data Quality Framework
- Data Quality Rules Library Template and Guide

Data Protection & Privacy Group

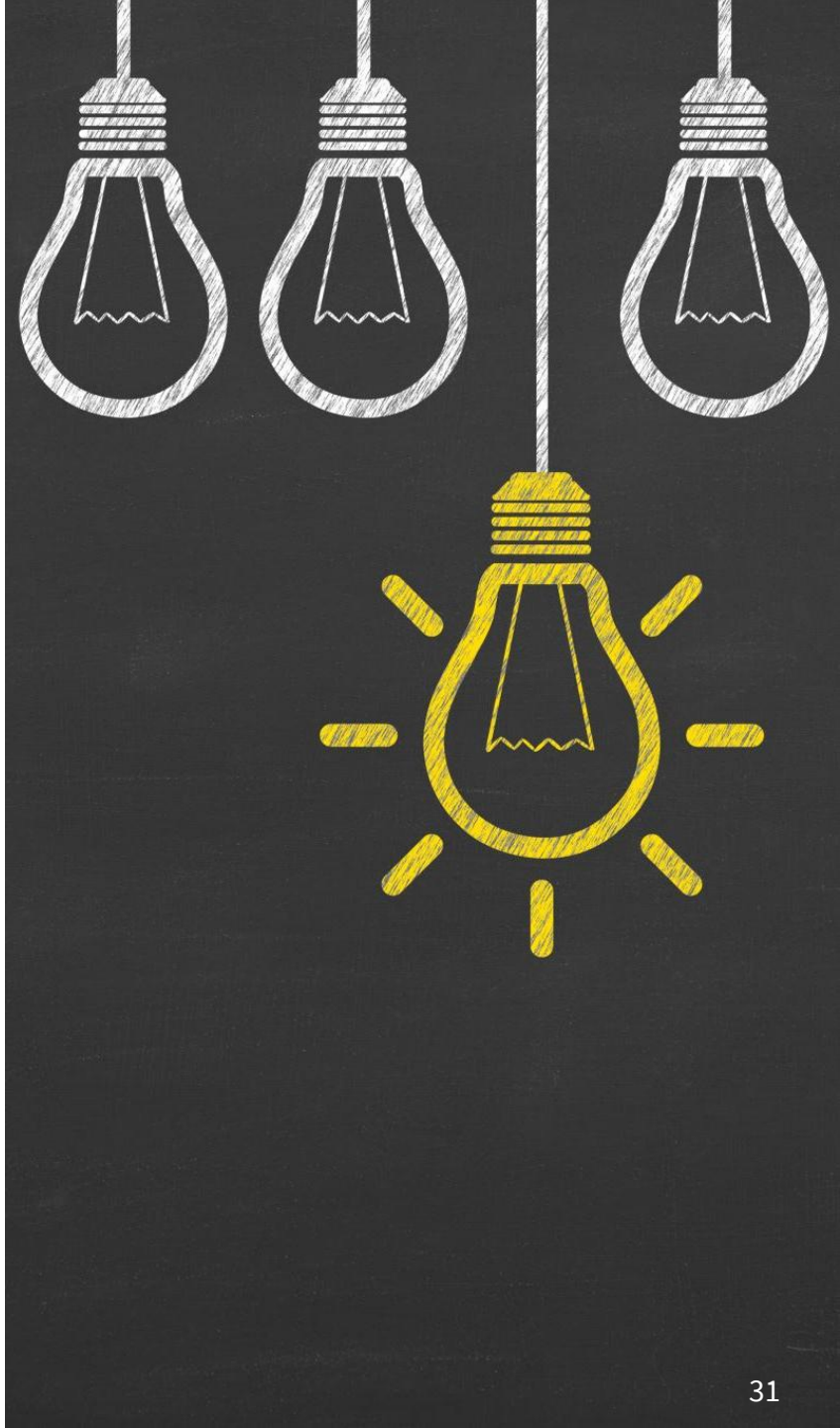
Led by John Hetts

- Data Classifications Standard
- Data Lifecycle & Retention Policy
- Data Protection & Privacy Framework

Metadata Management Group

Co-Led by Pamela Mery and Xiaohong Li

- Critical Data Element (CDE) Standard
- Metadata Management Framework
- Data Glossary Template
- Data Dictionary Template



Working Session: Templates, Standards, and Frameworks (2 of 2)

Consider the following questions before providing sign-off:

Clarity & Usability

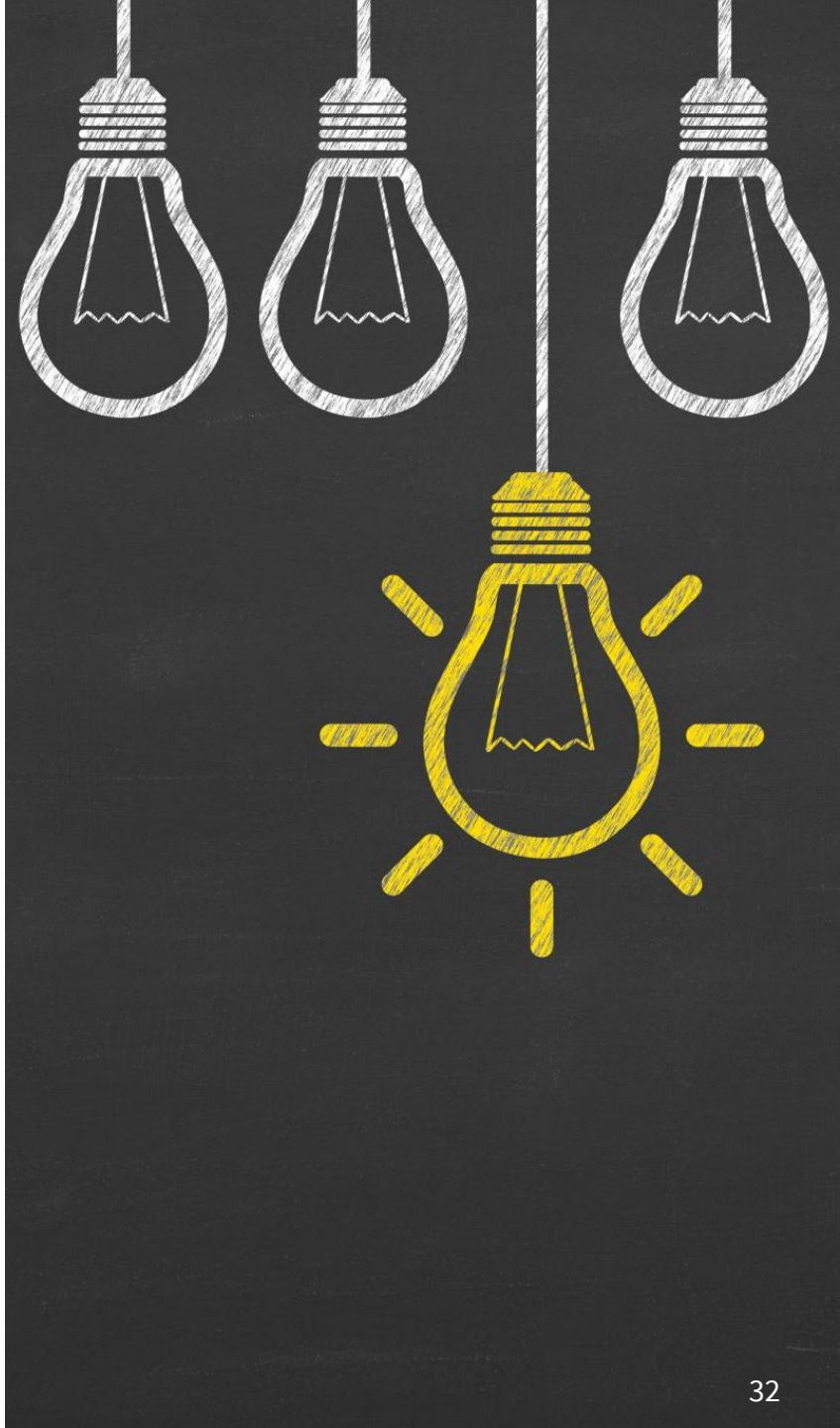
- Are the standards and templates clear and intuitive for end users?
- Are there any areas that feel overly complex or ambiguous?

Completeness & Coverage

- Do the documents address all relevant use cases and scenarios?
- Are there any gaps or edge cases we haven't considered?

Alignment & Consistency

- Do these materials align with our broader goals and platform testing outcomes?
- Are there any inconsistencies across documents or guidance?



Working Session: Afternoon Session Preparation

Each tactical group will present a focused overview of frameworks, standards, and templates they reviewed and refined for the test. The goal is to help participants understand key elements.

- Each tactical group has **~9 minutes** to provide an overview that should include:
  - Introduction - group name and documents included
  - Purpose – what these documents do
  - Key Features – Highlight main elements
  - Outcomes – Describe why documents matter
- Tips:
  - Be clear and concise, skipping deep technical details
  - Focus on the bigger picture, highlighting how documents support data governance

Platform Representative Test Session

Platform Representative Test Session: Agenda

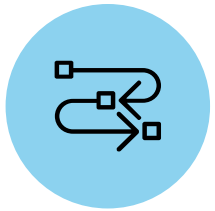
Time	Activity
1:30 PM	Welcome, Agenda, Agreements
	Data Governance Test Recap
	Tactical Group Document Overviews
	Test Sequencing and Example
	Test Next Steps
	Q&A
3:00 PM	Meeting End

Platform Representative Test Session: Ground Rules

Adhere to timebox

G E L M O
"Good Enough
Let's Move On"

Use parking lot



Trust the process
(be present and inclusive)

Be curious and solution-oriented

Give grace and assume positive intent

Platform Representative Test Session: Test Overview

A test with key platforms will be launched to ensure data governance templates and standards are effective and ready for statewide adoption.

Purpose:

Validate benefits, identify gaps, and refine documents before systemwide socialization.

Participants:

Statewide platforms volunteers to evaluate templates and standards in real-world scenarios.

Activities:

Conduct test in three key phases:

1. Prioritize
2. Train
3. Test & Reflect

Timeline:

Identify use cases and participants.

Begin test early 2026.

Platform Representative Test Session: Test Objectives

A successful test requires platform participants understanding and using frameworks, standards, and templates effectively, leading to platform-wide adoption.

Understand	Evaluate	Apply	Adopt
Platform participants understand what the tools are, how to populate/use them, and their intended value.	Platforms participants review frameworks and standards and provide holistic feedback.	Platforms participants identify use cases and data elements, run database queries and apply knowledge from frameworks and standards to complete templates and provide feedback.	Platform owners recognize the value of the tools and expand their use across more platform use cases.

Data Governance Documents

Tactical groups are developing resources to support data protection & privacy, metadata management, and data quality management.

Data Protection & Privacy

Purpose: Designed to protect personal and sensitive data while enabling secure data sharing.

- Data Protection & Privacy Framework
- Data Classifications Standard

Metadata Management

Purpose: Enable clear, consistent, and transparent data.

- Metadata Management Framework
- Critical Data Element Standard
- Data Dictionary Template
- Data Glossary Template
- Metric Definition Template

Data Quality Management

Purpose: Enable data accuracy, completeness, and reliability.

- Data Quality Framework
- Data Quality Standard
- Data Quality Rules Library

Data Protection & Privacy

Tactical group focuses on developing documents to support practices to maintain data integrity, availably, and confidentiality.

DATA PROTECTION & PRIVACY FRAMEWORK

Provides approach to govern restricted data, driving data privacy and compliance.

Features

- Procedures to standardize protection by classifying and tagging restricted data

DATA CLASSIFICATIONS STANDARD

Identifies how to categorize data based on sensitivity and usage to drive proper protection, transparency, and consistent handling.

Features

- Data sensitivity at element level

Outcome: Establish rules to securely access, manage, and share data.

Metadata Management (1/2)

Tactical group focuses on developing documents to support development of terms, definitions, and depositories related to data concepts, elements, and assets.

METADATA MANAGEMENT FRAMEWORK	CRITICAL DATA ELEMENT STANDARD	DATA DICTIONARY TEMPLATE
Provides approach to organize and govern metadata to improve clarity, consistency, and trust in data.	Establishes process to manage critical data elements (CDE) for compliance, decision-making, and operational effectiveness.	Creates centralized repository of technical metadata, including data element structure and their attributes.
Features • Business definitions and technical data fields connections	**Features** • Guidelines on CDE identification and classification	**Features** • Database schemas, tables, fields, relationships • Data locations and compliance needs

Metadata Management (2/2)

Tactical group focuses on developing documents to support development of terms, definitions, and depositories related to data concepts, elements, and assets.

DATA GLOSSARY TEMPLATE

Create clear definitions and descriptions for data elements, ensuring consistent understanding, usage, and communication of data.

Features

- Dach data element with metadata attributes such as compliance indicators, data domains, data owner, etc.

METRIC DEFINITION DICTIONARY TEMPLATE

Defines and documents metrics used in reports, dashboards, and analytics.

Features

- Metric names, descriptions, data sources, and data elements used
- Calculation, formula, and logic used by each metric

Outcome: Establish common understanding of data assets and their use.

Data Quality Management

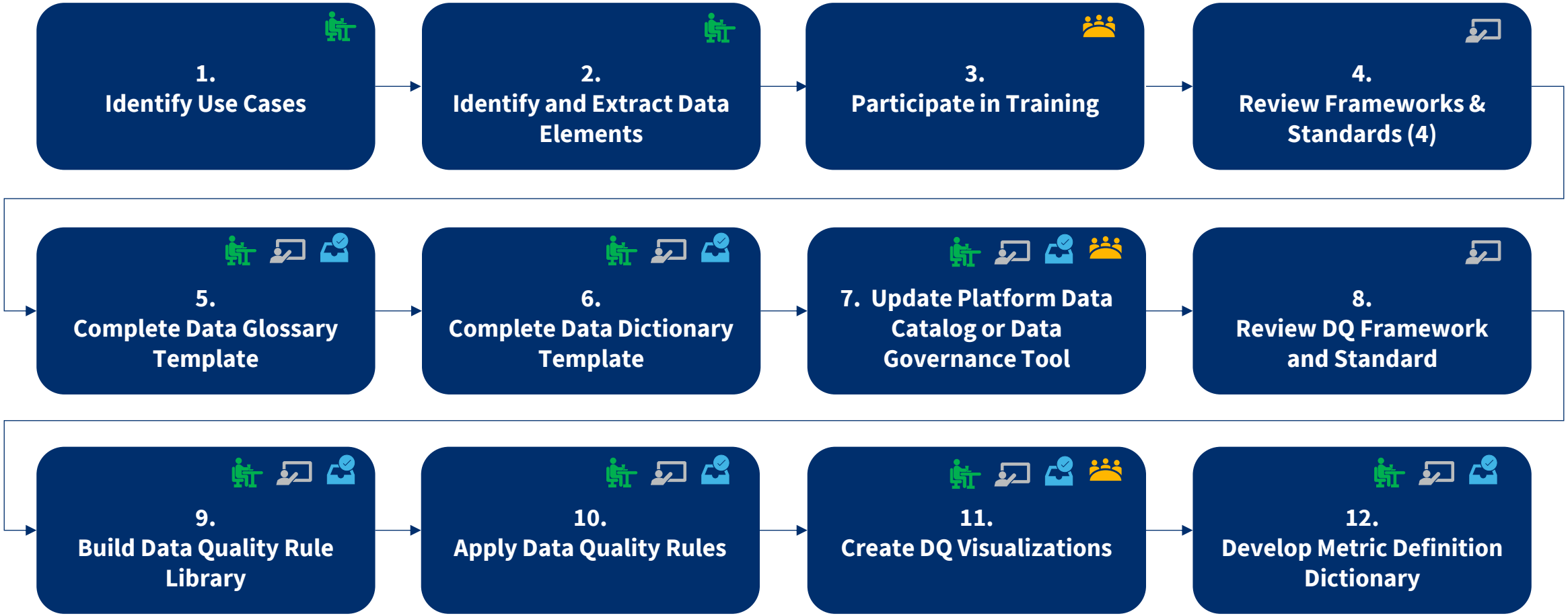
Tactical group focuses on developing documents to support practices used to manage data quality throughout its lifecycle (e.g., data cleansing to correct errors).

DATA QUALITY FRAMEWORK	DATA QUALITY STANDARD	DATA QUALITY RULES LIBRARY
Provides approach to monitor and improve data quality through rules and reporting.	Defines criteria for measuring, managing, and improving data quality.	Establishes data quality rules catalog to maintain data accuracy, consistency, and reliability.
Features • Consistent data quality controls and standards	**Features** • Guidance for establishing data quality requirements • Direction on how to apply data quality practices	**Features** • Repeatable data quality rules

Outcome: Enable data integrity and usability

Platform Representative Test Session: Plan Overview

The Test includes 10 frameworks, standards, and templates and will be conducted with 12 steps.



Test Roles

There are three key roles within each platform that will support the test.

Platform Owner

- Serve as primary point of contact
- Identify use cases
- Identify participants (stewards & custodian)
- Participate in training
- Provide feedback on data governance tools
- Stay informed and make key decisions

Data Steward

- Help identify use cases and corresponding data elements
- Participate in training
- Review standards, templates, and frameworks
- Complete templates
- Design data quality visualizations
- Provide feedback on data governance frameworks, standards, and templates

Data Custodian

- Participate in training
- Help extract data elements for use cases
- Review standards, templates, and frameworks
- Upload data glossary and dictionary to platform / DG tool
- Build data quality visualizations
- Provide feedback on data governance frameworks, standards, and templates

NOVA Example: Identify Use Case

Use Case: NOVA manages data related to students participating in dual enrollment programs. There are data integrity challenges related to key data elements (SB11 student education status & SB15 student enrollment status).

WHAT'S THE ISSUE

- Dual enrollment (SB11) flags are not always updated once students transition from high school to regular college enrollment
- Referential integrity between dual enrollment data elements (SB11 and SB15) is not always enforced, leading to discrepancies

DOWNSTREAM IMPACTS

- Inflated counts of special admit students
- Misleading performance metrics
- Potential funding misallocations
- Misclassification of financial aid and student services eligibility

Addressing this use case helps reduce misclassifications of financial aid and student services eligibility, supports more accurate reporting and promotes consistent, reliable tracking of dual enrollment students

NOVA Example: Develop Requirements & Functional Rules

Understand the use case, identify the root causes of the issue, and document requirements. These requirements are converted into functional rules, which serve as the foundation for data quality rules.

Requirements

Requirements outline the **details** and **practical considerations** associated with dual enrollment status.

- Enrollment status should update when a student transitions from dual enrollment to regular admission.
- Students aged 22 or older must be classified as regular admit students.
- A student can simultaneously hold dual enrollment status at one college and regular admission status at another.
- Students participating in the CCAP program are classified as dual enrollment students.

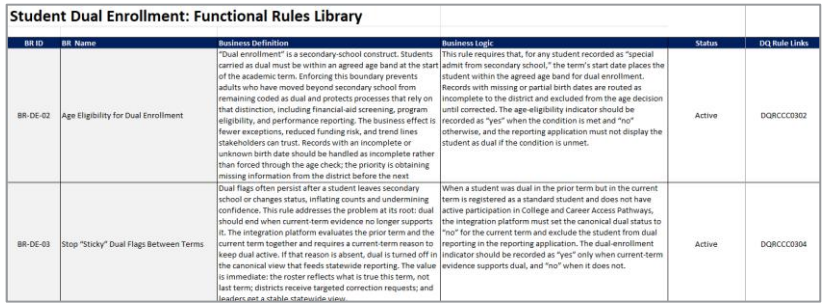
Functional Rules

Functional rules document clear **definitions and logic** behind each requirement.

Sample of use case functional rules:

- Special Admit and Term Enrollment Must Agree
- Age Eligibility for Dual Enrollment
- Stop “Sticky” Dual Flags Between Terms

Functional rules library document:



Student Dual Enrollment: Functional Rules Library

BR ID	BR Name	Business Definition	Business Logic	Status	DQ Rule Links
BR-DE-02	Age Eligibility for Dual Enrollment	"Dual enrollment" is a secondary-school construct. Students carried as dual must be within an agreed age band at the start of the academic term. Enforcing this boundary prevents adults who have moved beyond secondary school from remaining coded as dual and protects processes that rely on that distinction, including financial-aid screening, program eligibility, and performance reporting. The business effect is fewer exceptions, reduced funding risk, and trend lines stakeholders can trust. Records with an incomplete or unknown birth date should be handled as incomplete rather than forced through the age check; the priority is obtaining missing information from the district before the next	This rule requires that, for any student recorded as "special admit from secondary school," the term's start date places the student within the agreed age band for dual enrollment. Records with missing or partial birth dates are routed as incomplete to the district and excluded from the age decision until corrected. The age-eligibility indicator should be recorded as "yes" when the condition is met and "no" otherwise, and the reporting application must not display the student as dual if the condition is unmet.	Active	DQRCCC0302
BR-DE-03	Stop "Sticky" Dual Flags Between Terms	Dual flags often persist after a student leaves secondary school or changes status, inflating counts and undermining confidence. This rule addresses the problem at its root: dual should end when current-term evidence no longer supports it. The integration platform evaluates the prior term and the current term together and requires a current-term reason to keep dual active. If that reason is absent, dual is turned off in the canonical view that feeds statewide reporting. The value is immediate: the roster reflects what is true this term, not last term; districts receive targeted correction requests; and leaders get a stable statewide view.	When a student was dual in the prior term but in the current term is registered as a standard student and does not have active participation in College and Career Access Pathways, the integration platform must set the canonical dual status to "no" for the current term and exclude the student from dual reporting in the reporting application. The dual-enrollment indicator should be recorded as "yes" only when current-term evidence supports dual, and "no" when it does not.	Active	DQRCCC0304

NOVA Example: Identify Data Elements

To address data integrity issues in dual enrollment tracking, data elements that define student identity and dual enrollment status were identified and extracted from the data catalog.

Data element identification :

- Creates parameters for the data to review and inspect as part of the use case
- Supports identification of discrepancies origin

Relevant data elements were identified from a data structure extract from NOVA, which is based on MIS Data Dictionary

Dual Enrollment Specific Data Elements

Date Element	Description
SB11	Indicates education status (e.g., dual enrollment, high school graduate, college graduate). Key for identifying dual enrollment students.
SB15	Enrollment status (e.g., first-time student, transfer, continuing, special admit/dual enrollment). Should logically match SB11 for dual enrollment cases.
SG13	Indicates whether the student is a participant in a College and Career Access Pathways (CCAP) agreement during the reporting term.
SB00	Unique student identifier, typically based on SSN, used to track students across colleges.
SB01	Identifier status (SSN or locally assigned ID).
SB02	Contains the first three letters of the student's last name for confirmation of identity.
SB03	Indicates Birthdate
SB31 & SB32	Student first and last name, used for matching records with K12 systems.
SB35	California Department of Ed student ID, used for cross-system matching.

NOVA Example: Extract Data Elements

The NOVA data extract included elements of a data glossary and data dictionary.

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DOMAIN	RECORD	
SB	**STUDENT BASIC DATA RECORD**	
DED#	**DATA ELEMENT NAME**	**FORMAT**
SB00	STUDENT-IDENTIFIER	X(9)
SB01	STUDENT-IDENTIFIER-STATUS	X(1)
SB02	STUDENT-NAME-PARTIAL	DELETED
SB03	STUDENT-BIRTH-DATE	9(8)
SB04	STUDENT-GENDER	X(1)
SB05	STUDENT-ETHNICITY	DELETED
SB06	STUDENT-CITIZENSHIP	X(1)
SB07	STUDENT-LANGUAGE	DELETED
SB08	STUDENT-ZIP-CODE	X(9)
SB09	STUDENT-RESIDENCE-CODE	X(5)
SB10	STUDENT-EMPLOYEMENT-EXPECTATION	DELETED
SB11	STUDENT-EDUCATION-STATUS	X(5)
SB12	STUDENT-HIGH-SCHOOL-LAST	X(6)
SB13	STUDENT-COLLEGE-LAST	DELETED
SB14	STUDENT-EDUCATIONAL-GOAL	X(1)
SB15	STUDENT-ENROLLMENT-STATUS	X(1)
SB16	STUDENT-UNITS-EARNED-LOCAL	9999V99

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB00	**STUDENT-IDENTIFIER**	**X(09)**

This element uniquely identifies a student for all terms and at all colleges. It occurs in all input documents which provide individual student data.

Coding

For students with an officially assigned **Social Security Number**, report the nine-digit Social Security Number in this data element.

For a student who does not have or declines to give his/her Social Security Number, the college must assign a **unique local identifier** and report the locally assigned identifier in this data element.

The data element Student ID Status (SB01) must be coded to indicate which of the above methods is used to identify the student.

SB00 STUDENT-IDENTIFIER

Processing Edits

FIELD CHECK	Greater than spaces.
INTEGRITY CHECK	If Student Identifier Status (SB01) is an "S", indicating there is an SSN, digits 1-3 cannot equal 000, 666 or be between 900-999, and digits 4-5 cannot equal 00, and digits 6-9 cannot equal 0000.

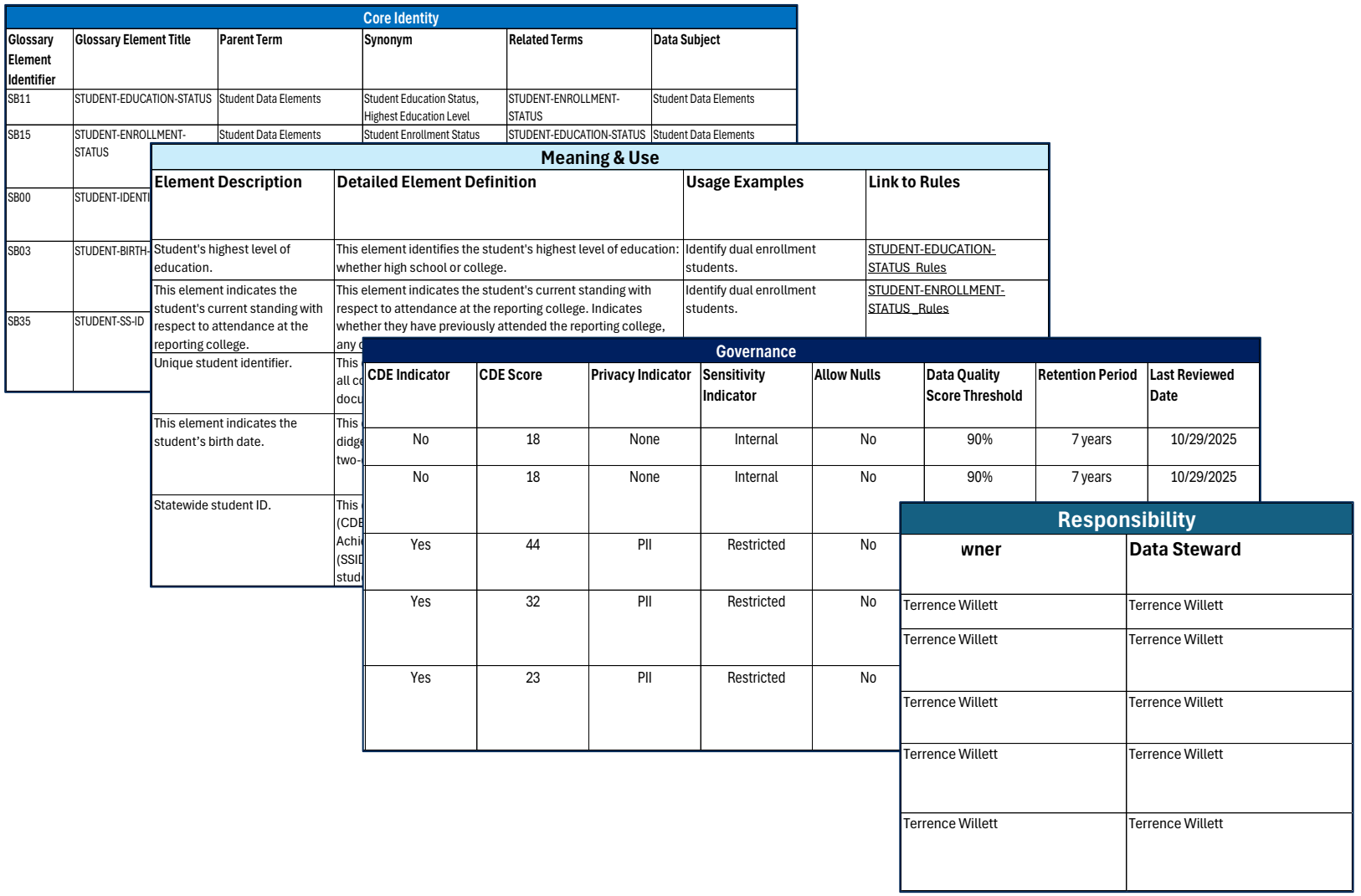
SB00 STUDENT-IDENTIFIER

Change History

Implement: 06/01/89

NOVA Example: Complete Data Glossary

The Data Glossary was created and identifies critical data elements.



Core Identity

Glossary Element Identifier	Glossary Element Title	Parent Term	Synonym	Related Terms	Data Subject
SB11	STUDENT-EDUCATION-STATUS	Student Data Elements	Student Education Status, Highest Education Level	STUDENT-ENROLLMENT-STATUS	Student Data Elements
SB15	STUDENT-ENROLLMENT-STATUS	Student Data Elements	Student Enrollment Status	STUDENT-EDUCATION-STATUS	Student Data Elements
SB00	STUDENT-IDENTI				
SB03	STUDENT-BIRTH-				
SB35	STUDENT-SS-ID				

Meaning & Use

Element Description	Detailed Element Definition	Usage Examples	Link to Rules
Student's highest level of education.	This element identifies the student's highest level of education: whether high school or college.	Identify dual enrollment students.	STUDENT-EDUCATION-STATUS_Rules
This element indicates the student's current standing with respect to attendance at the reporting college.	This element indicates the student's current standing with respect to attendance at the reporting college. Indicates whether they have previously attended the reporting college, any	Identify dual enrollment students.	STUDENT-ENROLLMENT-STATUS_Rules
Unique student identifier.	This all co docu		
This element indicates the student's birth date.	This didge two-		
Statewide student ID.	This (CDE Achi (SSID stud		

Governance

CDE Indicator	CDE Score	Privacy Indicator	Sensitivity Indicator	Allow Nulls	Data Quality Score Threshold	Retention Period	Last Reviewed Date
No	18	None	Internal	No	90%	7 years	10/29/2025
No	18	None	Internal	No	90%	7 years	10/29/2025
Yes	44	PII	Restricted	No			
Yes	32	PII	Restricted	No			
Yes	23	PII	Restricted	No			

Responsibility

wner	Data Steward
Terrence Willett	Terrence Willett
Terrence Willett	Terrence Willett
Terrence Willett	Terrence Willett
Terrence Willett	Terrence Willett
Terrence Willett	Terrence Willett

Date Element	Name
SB11	Education status
SB15	Enrollment status
SG13	CCAP Status
SB00	Unique student identifier
SB01	Identifier status
SB02	First three letters of the student's last name
SB03	Birthdate
SB31 & SB32	Student first and last name
SB35	California Department of Ed student ID

Critical Data Elements

NOVA Example: Complete Data Dictionary (1/2)

Data Dictionary was created based on the data element extract and data glossary. The Data Dictionary is a centralized repository of technical metadata including data source, schemas, tables, location, fields, etc.

Data Element Identifier	Data Element Name	Data Element Description	Parent Term	Data Element Type	Data Element Length	Allow Nulls
[AUTO-GENERATED]	[INSERT DATABASE ELEMENT	[WRITTEN FOR STAKEHOLDERS & USERS]	[INSERT TERM FROM	[E.g., NUMBER,	[INPUT MAXIMUM	[YES or NO]
SB00	STUDENT-IDENTIFIER	This element uniquely identifies a student for all terms and at all colleges. It occurs in all input documents which provide individual student data.	Student Data Elements	Integer	9	No
SB03	STUDENT-BIRTH-DATE	This element indicates the student's birth date, using a four-didget calendar year, followed by the two-didget month, and two-diget day.	Student Data Elements	Date	8	No
SB11	STUDENT-EDUCATION-STATUS		Student Data Elements	Text	5	No
SB15	STUDENT-ENROLLMENT-STATUS		Student Data Elements	Text	1	No
SB35	STUDENT-SS-ID	This element contains the California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) Statewide Student ID (SSID) for the student assigned while the student was attending a public California K-12 school.	Student Data Elements	Text	10	No

Information Copied from Data Glossary into Data Dictionary

NOVA Example: Complete Data Dictionary (2/2)

Data Dictionary was created based on the data element extract and data glossary. The Data Dictionary is a centralized repository of technical metadata including data source, schemas, tables, location, fields, etc.

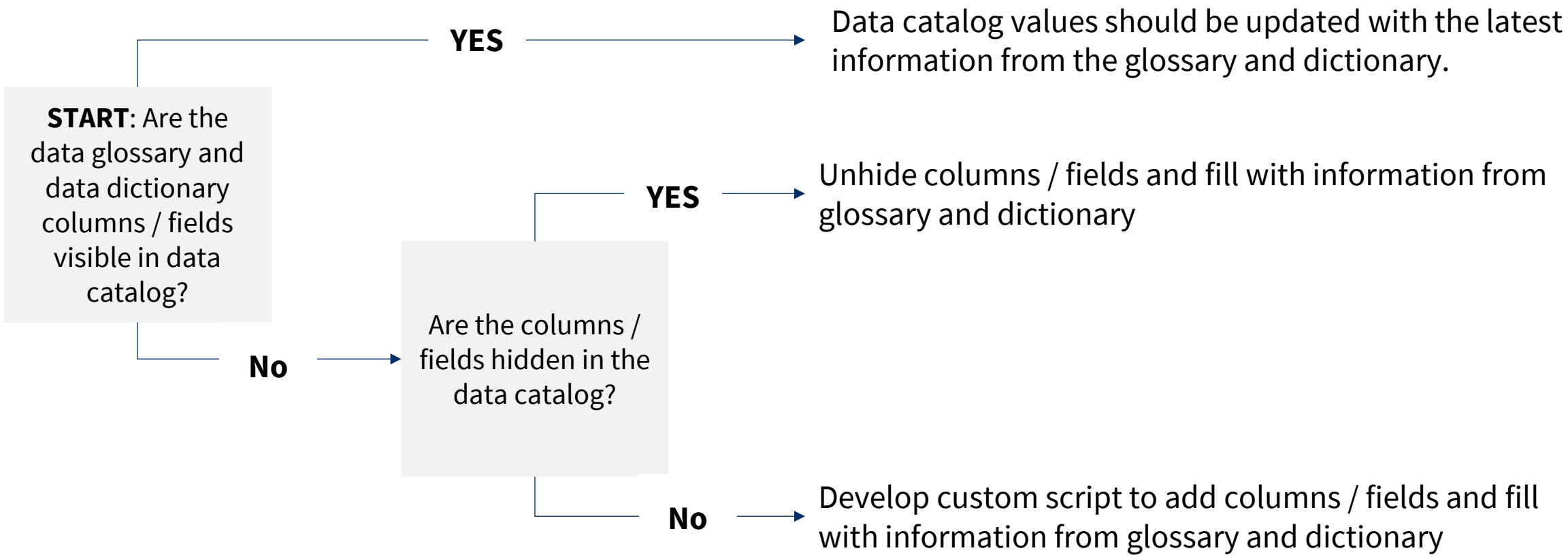
Data Source Name	Schema Name	Table Name	Primary Key (Y/N)	Foreign Key (Y/N)	Privacy Indicator	Sensitivity Indicator	Valid Values	CDE Indicator	Data Quality Score Th	Retention Period (opti	Platform Owner (op
[INPUT DATA SOURCE	[INPUT SCHEMA NAME]	[INPUT TABLE NAME]	[YES or NO]	[YES or NO]	[SELECT PRIVACY:	[SELECT PUBLIC,	[LINK TO LIST OF VALID	[SELECT CDE:	[ENTER THRESOLD	[ENTER NUMBER OF	[INSERT OWNER
MIS	MIS_Student	Student_Record	Yes	No	PII	Restricted		Yes	100%	7 years	Terrence Willett
MIS	MIS_Student	Student_Record	No	No	PII	Restricted		Yes	95%	7 years	Terrence Willett
MIS	MIS_Student	Student_Enrollment	No	No	None	Internal	STUDENT-EDUCATION STATUS_Valid_Values	No	90%	7 years	Terrence Willett
MIS	MIS_Student	Student_Enrollment	No	No	None	Internal	STUDENT-ENROLLMENT-STATUS_Valid_Values	No	90%	7 years	Terrence Willett
MIS	MIS_Student	Student_Record	No	Yes	PII	Restricted		Yes	90%	7 years	Terrence Willett

Information Copied from Data Glossary into Data Dictionary

NOVA Example: Update Platform Data Catalog

NOVA's platform data catalog was not updated given timing constraints. However, these are key considerations when updating the platform data catalog. There are three paths:

Goal: Map completed data glossary and data dictionary to platform's data catalog.



NOVA Example: Build Data Quality Rules Library (1/3)

A DQ Rules Library was drafted as a reference model for defining, managing, and documenting DQ rules.

Global DQ Rule:

Rule ID	DQ Rule Name	DQ Rule Description	Logical Rule Definition	Occurrence Dimensionality	Dimension
DQR100004	Check FLAG VALUES Y/N	Check to ensure that the FLAG values are checked as being correct. If the value is spelled incorrectly, abreviated, or is missing, the value is considered invalid.	Must contain a Y or an N value. NULLs and Blanks are not checked.	Column	Validity

Global DQ Rule applied to the Use Case:

Rule ID	DQ Rule Name	Data Category	DQ Rule Description	Logical or Technical Rule Definition	Occurrence Dimensionalit	Dimension	Functional Description (optional column)
DQR100004	Check FLAG VALUES Y/N	Student → Enrollment Status	Check to ensure that the FLAG values are checked as being present. If the value is spelled incorrectly, abreviated, or is missing, the value is considered invalid.	Must contain a Y or an N value. NULLs and Blanks are not allowed. Value cannot be anything other than an uppercase Y or upper case N. Apply this to all Dual enrollment-related flags.	Row	Accuracy	Flag values should always be present as Y or N. If the value is spelled incorrectly, abreviated, or is missing, the value is considered invalid. This rule does not allow NULLS and blanks. Other check Flag rules can be used if NULLs are allowed. In those cases, a % of NULLs has to meet an acceptable threshold.

Illustrative

NOVA Example: Build Data Quality Rules Library (2/3)

A DQ Rules Library was drafted as a reference model for defining, managing, and documenting DQ rules.

Newly Developed DQ Rule:

Rule	DQ Rule Nam	Data Categor	DQ Rule Descripti	Logical or Technical Ru Definition	Occurrence Dimensionalit	Dimensio
DQRCCC0302	Age Validity Gate for Dual (SB03)	Student → Demographic Profile	Validates that any student marked Special Admit K-12 is **under 22** at the start of the reporting term. Sticky flags cause 21+ students to remain dual after HS completion. Enforcing the age gate removes obvious misclassifications, protects Pell/eligibility decisions, and highlights colleges with lagging resubmissions. Records with unknown or partial DOBs are routed to "indeterminate" completeness review so the age rule doesn't create false positives.	If SB11='10000' ⇒ age_at_term < 22. SQL: SELECT sb.* FROM sb_basic sb WHERE sb.SB11='10000' AND (CASE WHEN sb.SB03 NOT IN ('99999999') THEN FLOOR(DATEDIFF('day', TO_DATE(sb.SB03,'YYYYMMDD'), :term_start)/365.25) ELSE 999 END) >= 22;	Row	Validity

Illustrative

NOVA Example: Build Data Quality Rules Library (3/3)

A DQ Rules Library was drafted as a reference model for defining, managing, and documenting DQ rules.

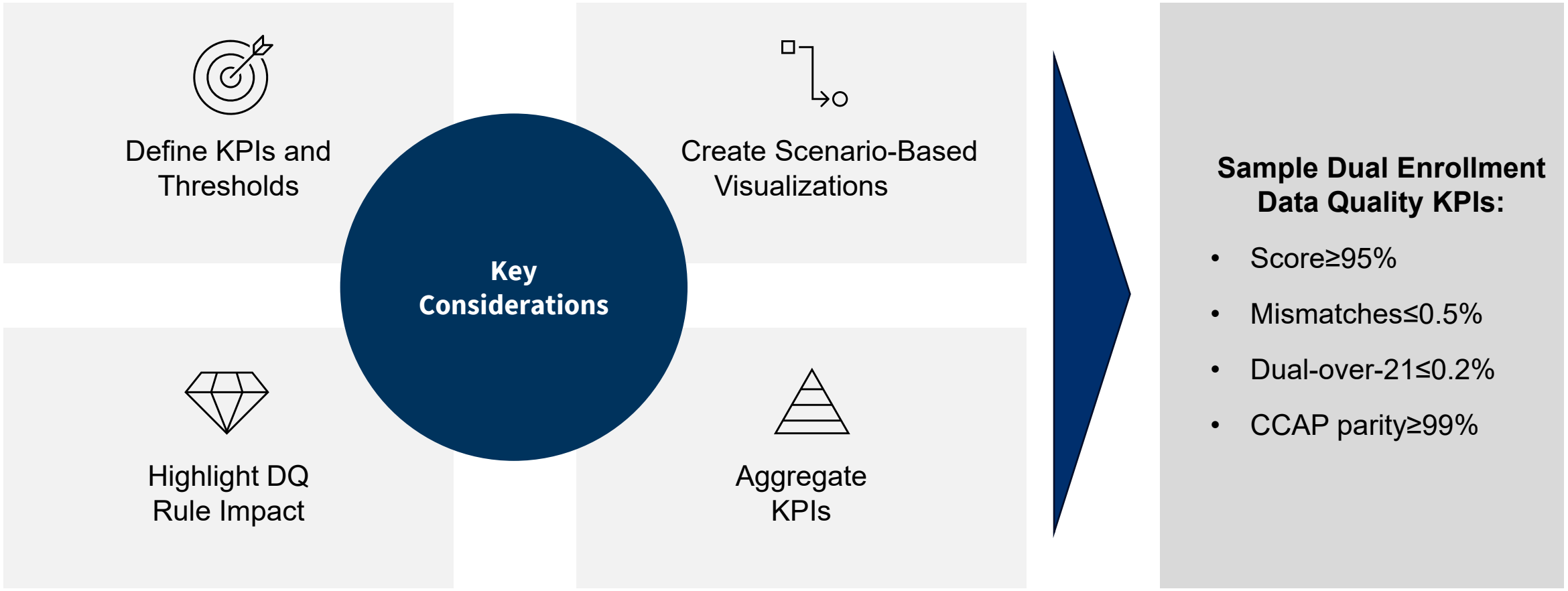
Newly Developed DQ Rule:

Functional Description (optional column)	SQL Code (optional column)
The age rule is an important check we want for this rule. "Dual enrollment" is a K-12 arrangement; by definition it should not describe adults. But dual flags have a way of lingering after a student ages out or finishes high school, and once they do, they distort everything: financial aid screenings, program eligibility, even equity narratives. Here we compare the student's date of birth with the start of the term and expect anyone coded Special Admit to be under twenty-two. If the date of birth is unknown or partially recorded, we don't punish the record—we mark it as incomplete and ask the college to supply the missing data. That keeps the rule fair and keeps false positives out of the way. The business outcome is straightforward: fewer 21+ students showing up as "dual," fewer awkward conversations with program teams about inflated totals, and far less rework when NOVA is refreshed. Most importantly, it protects decisions that ride on age-appropriate status—aid, outreach, and placement—so we don't accidentally subsidize the wrong scenario.	-- Age Validity Gate for Dual (SB03) with DOB unknown handling WITH parsed AS (SELECT sb.*, CASE WHEN sb.SB03 IN ('99999999') OR SUBSTR(sb.SB03,7,2)='99' THEN NULL -- indeterminate DOB; handled as completeness elsewhere ELSE FLOOR(DATEDIFF('day', TO_DATE(sb.SB03,'YYYYMMDD'), :term_start) / 365.25) END AS age_at_term FROM <SCHEMA>.sb_basic sb) SELECT GI01, GI03, SB00, SB11, SB03, age_at_term FROM parsed WHERE SB11='10000' AND COALESCE(age_at_term, 999) >= 22;

Illustrative

NOVA Example: Create Data Quality Visualizations

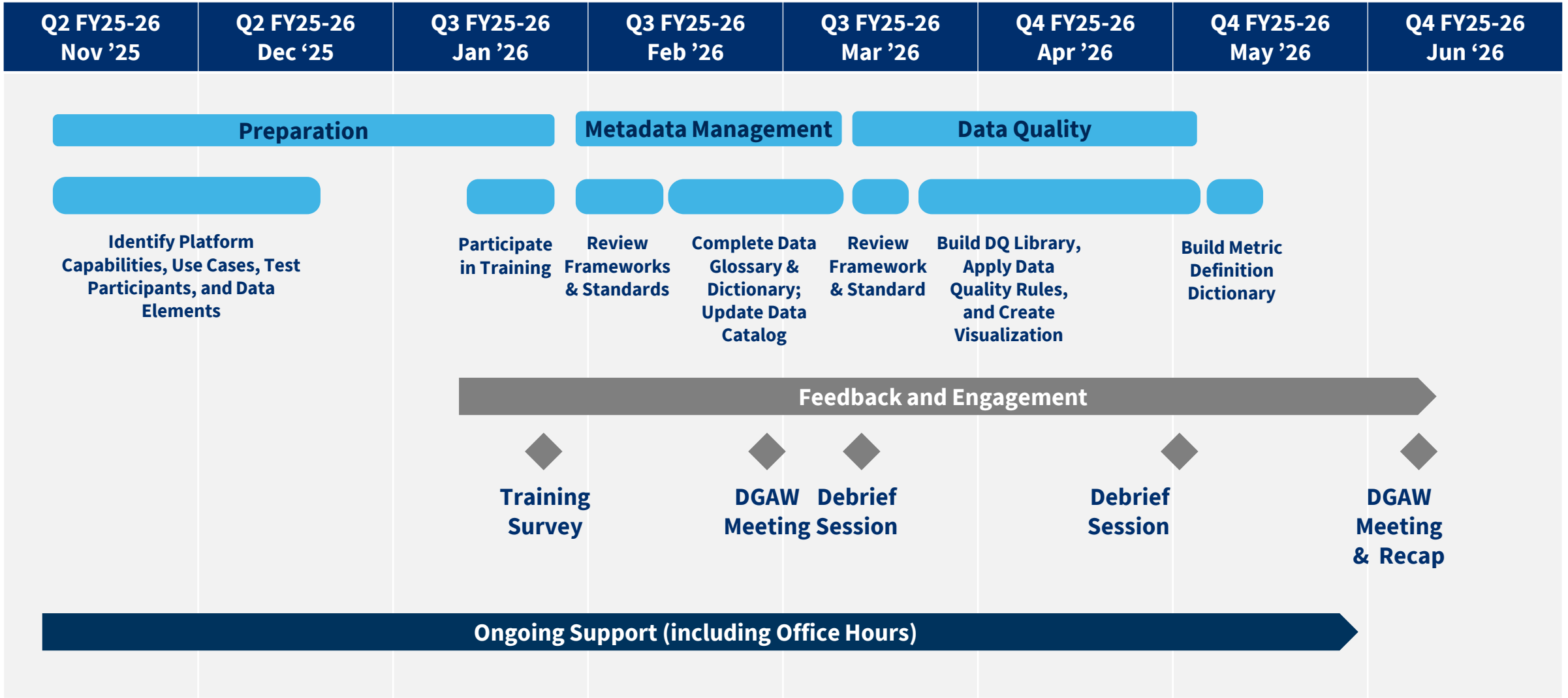
Data quality visualization are context driven, meaning business needs and desired outcomes will help drive what aspects of data quality will be captured.



Test Support

1. Dedicated One-on-One Sessions:
   - Support with:
     - Use case and data element identification
     - Data dictionary, data glossary, DQ rules library, and metric definition dictionary development
   - Provide guidance on:
     - Data dictionary and data glossary incorporation into platform / DG tool
     - DQ visualization creation
2. Office Hours – two times per week (Tuesdays and Thursdays)
3. Offline Check-ins
4. On-Demand Support
   - Email **CCCERP@accenture.com**; project team will reply within 12 hours

Platform Representative Test Session: Proposed Test Timeline



Test Next Steps

Participate 1:1 meetings to be scheduled for week of November 10 to begin:

1. Identifying platform-specific use cases
2. Selecting platform test participants (data steward and custodian)
3. Extracting data elements

Questions and Answers

Thank you!