DATA GOVERNANCE COMMITTEE PROPOSAL
Person Name Description Modifications in ctcLink

The system's Data Governance Committee (DGC) seeks commission, council, and college feedback on the following proposal related to Preferred Names in ctcLink.

Background

The Washington CTC system currently collects information preferred name in the CS Pillar.

DemoCom spent the past year considering additional inclusive language related to Preferred Names. As written, "preferred name" implies that the name a person uses is only a preference and can be ignored. The recommended change would be more inclusive of the many students who do not use their legal name for various reasons.

Additionally, some search fields do not allow staff to search by Preferred name, forcing student to deadname themselves in order to find a student record when ctcLink ID is not known.

Recommendation

In support of DemoCom's review, the DGC recommends implementing the following updates to the language used within ctcLink:

1. In all Pillars, change label of Preferred Name to Chosen Name in the configuration and on all pages.

2. Add helper text on the page where students can record their Chosen Name clarifying how this name will be used (rosters, mailings, email, etc).

3. Replace label of "Primary Name" with "Legal Name" (this may require additional information about how an existing field labeled as "Legal Name" is used)

4. Remove or hide "Social Name" option.

5. Replace label of "Degree Name" with "Diploma Name"