



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

MEMORANDUM

DATE: December 6, 2024

TO: Student Services, Institutional Research

FROM: Victor DeVore, Dean, Student Services
Natalia Córdoba-Velásquez Alarcón, Director of Institutional Effectiveness and Research

SUBJECT: Safeguarding SOGI Data

The purpose of this memo is to provide important information about SOGI (Sexual Orientation, and Gender Identity) data, its handling, and its intended use within our district. As part of our commitment to inclusivity and respect for all students, it is crucial to manage SOGI data with the utmost confidentiality and care.

How We Collect and Use This Data

The District is committed to fostering an inclusive and supportive environment for all students. To enhance students' sense of belonging and persistence, the District is receiving SOGI data through CCCApply. This data will be instrumental in identifying disparities in educational outcomes based on gender identity, expression, and sexual orientation, enabling us to develop targeted strategies and resources that address these gaps and support the success of our LGBTQ+ students.

Maintaining Confidentiality and Restricted Access

- **Ensuring Privacy:** We are committed to keeping SOGI data strictly confidential. Access will be limited to research offices, and Educational Services, ensuring that this sensitive information is protected.
- **Data Restrictions:** Outreach efforts cannot use SOGI data unless the student has specifically opted in for such communication. Guidelines outlining use of SOGI data are outlined in [SDCCD LGBTQIA+ Data Guidelines](#).

Updating and Opting-In Mechanisms

To keep our data accurate and current, we will be implementing mechanisms next year for current students to update their demographic information, including SOGI data, through Campus Solutions. This will enable students to update their personal information securely

and privately. In addition, students will have the opportunity to opt-in to LGBTQ resources available on campus through CCCApply and Campus Solutions, allowing us to provide guided support and resources to those who express interest. More information on these processes will be shared in Spring 2025.

Safeguarding SOGI data is a critical responsibility that we all share. By ensuring strict confidentiality and providing mechanisms for data updating and resource opt-in, we can create a more inclusive and supportive environment for all our students. Your cooperation and diligence in handling this data with care are greatly appreciated.

If you have any questions or need further information, please feel free to reach out to us.

Sincerely,

Victor DeVore
Dean, Student Services
Educational Services

Natalia Córdoba-Velásquez Alarcón
Director of Institutional Effectiveness and Research
Institutional Effectiveness & Research