

**CENTRAL OREGON COMMUNITY COLLEGE**  
**Data Stewardship Advisory Committee Meeting Agenda**

<b>Date:</b>	November 29, 2016	<b>Facilitator:</b>	Chris Egertson
<b>Time:</b>	1:00 pm – 2:30 pm	<b>Notes:</b>	Kristine Roshau
<b>Place:</b>	LIB221 Max Merrill	<b>Agenda Maker:</b>	Chris Egertson, Caren Graham, JJ Shew, Kristine Roshau

<b>Attendees:</b>	Wesley Dymond	Chris Mills	<b>Guests:</b>
	Chris Egertson, <i>Chair, Work Team</i>	Kristine Roshau, <i>Work Team</i>	
	Caren Graham, <i>Work Team</i>	JJ Shew, <i>Chair Elect, Work Team</i>	
	Brady Hickman	Heidi Weaver	
	Shelley Huckins	Courtney Whetstine	

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome (5 min)	<ul style="list-style-type: none"> <li>Agenda and meeting overview</li> </ul>		Chris
Final Review of 'Power User Role' (10 min)	<ul style="list-style-type: none"> <li>Review proposed language changes to Roles and Responsibilities list</li> </ul>	Vote on adoption of Power User Role and amendments	JJ
Review DSM Captain role (15 min)	<ul style="list-style-type: none"> <li>Review role of DSM Captain</li> <li>Disc: what is expected of the DSM Captain</li> </ul>	Establish responsibilities of DSM Captain	Wesley
Training Module Mapping Exercise (50 min)	<ul style="list-style-type: none"> <li>Committee discussion of provided examples, including software pros/cons</li> <li>What should the basic structure of our trainings be/what elements should they all include?</li> </ul>	Basic framework for modules and a list of necessary software decided	Kristine

Communication to College (10 min)	<ul style="list-style-type: none"> <li>• Disc: should DSAC be reporting regularly on our activities and goals to COCC?</li> <li>• Proposed action: post minutes summary to staff commlines             <ul style="list-style-type: none"> <li>◦ Use 'No Dirty Data' as DSAC 'branding' on messaging</li> </ul> </li> </ul>		Workteam
• <b>Next Meeting</b>	• December 10 <sup>th</sup> , 2:00-3:00PM, LIB221		

**WORK IN PROGRESS**

Adhoc projects listed below. An updated status on these projects should be documented in the [Adhoc-Ongoing Projects spreadsheet](#). Also, at any time, the responsible DSAC member can request the project be placed on a DSAC agenda for further discussion.

Project	Responsible DSAC Member

NOTES

Updates and October Follow-up Items

Final review of definitions for Data Stewards and Power User role

JJ Shew reported back with revised definitions based on committee feedback for language adjustments to the definition of 'Data Steward', as well as the new inclusion and definition of the 'Power User' role. Changes were approved by unanimous votes.

Review of DSM Captain Role

Led by the 2016-17 captain Wesley Dymond, the DSM captain role was discussed in depth. The role of the captain has been set as the committee member responsible with keeping an eye on the Data Standards Manual, including the following duties:

- Kicking off the Annual DSM Review process, and wrangling page owners
- Facilitating the change process, for any revisions that are brought to the committee's attention

- Publishing new information to the DSM, including: new definitions and updates, general page maintenance (correcting typos, links, etc.)

## Training Module Mapping

Led by Kristine Roshau, the committee reviewed several possible options for how the 5 Data Management Training Modules will be delivered. Of the presented options, it was decided that the training modules will be created in Camtasia Studio, because of its relative ease of use, the ability to collect and combine multiple sources of media, and the ability to edit and modify the training modules in the future, if that would become necessary.

Some possible content sources to be included in the trainings were identified as:

- Voice-Over-PPT narration
- Website tour
- Images and graphics
- Recorded video
- Desktop capture

The committee also decided on the following general outline for each module:

1. Introduction
2. Content, based on the identified goals for the modules
3. An audience participation activity
4. Brief review of the material covered
5. Conclusion

With this outline in mid, the committee will meet again in December to outline the first training module (What is Data Management) in greater detail.

## Communication to College

The committee briefly reviewed another charge – our communication to the college at large. In the past, DSAC has contributed content to the President’s newsletter, posted meeting minutes to the committee website, and worn our committee logo shirts to campus events. We discussed whether we were making a good faith effort to communicate in the 2016-17 year, particularly given our very specific charge, and decided that although we would most likely not be contributing content to newsletters this year, we would start to post meeting minutes on Staff Commlines as well as the website for greater visibility, and to give the college an opportunity to catch up with our work on the grant projects and other updates, such as new additions to the Data Standards Manual.