

CENTRAL OREGON COMMUNITY COLLEGE

Data Stewardship Advisory Committee Meeting Agenda

Date:	February 13, 2014	Facilitator:	Brynn Pierce and Ed Sea
Time:	2:00-3:30pm	Notes:	Ashlee Sanders
Place:	Boyle Education Center Board Room	Agenda Maker:	Brynn Pierce

Attendees:					Guests:	
	John Armour	X	Chris Mills	X		
	Pam Beyer		Jenni Newby			
	Lisa Bloyer		Stephen Newcombe	X		
	Laura Boehme	X	Brynn Pierce	X		
	Dianne Capozzola		Yvonne Ramage			
	Wesley Dymond		Ashlee Sanders	X		
	Chris Egertson	X	Jerry Schulz	X		
	Michael Fisher		Ed Sea	X		
	Jason Frost	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
College Committee Updates (10 minutes)	<p>Brynn discussed setting aside time each meeting to share brief, relevant updates from other college committees.</p> <p>She shared that the College Planning Team (CPT), specifically the Institutional Sustainability Theme Team discussed how DSAC will play an important role in achieving objective 1 for Institutional Sustainability in the strategic plan:</p> <p style="padding-left: 40px;">IS.1 – Expand and refine data, research and assessment systems and infrastructure to support student success</p> <p>CPT plans to tackle the Achievement Compacts. And recently Dr. Middleton recognized the Data Steward Committees efforts.</p>	<p>If you're interested in providing future updates on other committees, please let Brynn know so she can add it to the agenda.</p>	All

<p>Educational Moment (10 minutes)</p>	<p>University of North Carolina Asheville, Data Standards Manual: http://its.unca.edu/dsm</p> <p>Reviewed the example and it's features, a few discussed:</p> <ul style="list-style-type: none"> • It is a web manual, with links to various sections as opposed to a PDF document. • Navigation on the right allows for ease of use • We want to avoid buy-in and maintenance issues, similar to what University of Colorado experienced (see example on SharePoint). • Provides a last updated date, allows to be updated more frequently. • Is controlled by active Directory (Email Accounts) • Includes a list of shared tables, who uses them and what changes were made and why. 	<p>N/A</p>	<p>Chris Mills & Friends</p>
<p>Subcommittee Updates (30 minutes)</p>	<p>Data Standards Manual</p> <p>Using the University of North Carolina example, the team checked on the viability of doing something like this at COCC. Scott Donnell and Barry Rogers do not seem to think it would be a problem and would not require a ton of investment.</p> <p>Ideas for implementation:</p> <ul style="list-style-type: none"> • We could parse out sections to data stewards/owners with and a Project Manager to complete annual check-ins. • A search field specific to the manual might be possible. • Could be used for other departments/manuals. • Could we add a "correction form" so people could report suggested changes to documentation? If so, could it route to content 	<p>The team is still working to quantify what time/resources will actually be needed. They plan to meet two more times before taking this recommendation to Matt.</p>	<p>Chris Egertson, Michael Fisher, Jason Frost & Ed Sea</p>

	<p>owner?</p> <p>The recommendation to Matt has been postponed to March 7th which allows the group additional time to contact other schools for ideas. The recommendation/detailed approach is saved to in their subcommittee notebook on SharePoint.</p> <p>Summary of recommendation to Matt:</p> <ul style="list-style-type: none"> • Research other Data Standards Manuals • Choose a template (web based) • Choose a model for implementation • Implement using a three phased approach <ul style="list-style-type: none"> ○ Phase 1: Student ○ Phase 2: Course ○ Phase 3: Fiscal/HR <p>Further discussion on the need for a project manager. At this time Chris Mills has tentatively volunteered.</p>		
	<p>Institutional Culture of Data Stewardship</p> <p>Laura updated the recommendation based on Matt's feedback. This document has been uploaded to the subcommittee folder on SharePoint.</p> <p>Summary of changes:</p> <ul style="list-style-type: none"> • Note added about the creation of a glossary, which will be included with the recommendation. • Articulated what we're asking for approval for • Adjusted time and added detail. • Added total cost for existing staff. (If we want to replicate this for future projects she can show us how she came up with this calculation) 	<p>The DSAC committee has until 2/21/14 to make suggestions to the recommendation.</p> <p>After 2/21/14 Laura will contact Matt in regard to scheduling some time with the E-Team.</p> <p>Ashlee to update recommendation form.</p>	<p>Laura Boehme, Lisa Bloyer, Stephen Newcombe & Chris Mills</p>

<p>Glossary of Data Management Related Terms (10 minutes)</p>	<p>A glossary has been started in the notebook section on SharePoint.</p> <p>Chris Mills has started by entering terms used in the Institutional Culture of Data Stewardship recommendation. They include her name and the date. Additions can be made to these definitions, please include your name and date in addition to hers in the space provided.</p> <p>The intent is to review 3-4 of these terms per meeting, and "finalize" them as a group.</p>	<p>Ashlee will add a 4th column to designate where the term is in the review process:</p> <ul style="list-style-type: none"> • Drafted • Under Review • Committee Endorsed <p>The term(s) to be reviewed each month will be listed on the agenda.</p>	<p>All</p>
<p>On-Going Projects (10 minutes)</p>	<p>Student Type Maintenance</p> <p>A small group met to discuss the possibility of adding a new student type with the goal of tracking concurrent students better. Jason is speaking with Courtney Ford regarding the possibility of adding an additional type and will follow up with other departments as necessary.</p> <p>Since Financial Aid is already receiving HS transcripts they've agreed to enter this data into Banner – Admissions and Records should be able to leverage this information to update student files with the correct HS Date.</p>	<p>N/A</p>	<p>Chris Mills, Jason Frost, Ashlee Sanders</p>
<p>Planning Document (20 minutes)</p>	<p>Ideas on a Visual</p> <p>Brynn briefly went over the concept of the Data Stewardship Maturity Model, which breaks progress into Basic, Standardized, Rationalized and Dynamic steps. Within each of those steps people, process and technology would then be analyzed to determine</p>	<p>Ashlee to schedule a meeting with the "On-going Projects" committee – who shall, at some point, be renamed</p>	<p>Brynn Pierce</p>

	<p>progress.</p> <p>This concept includes a rubric which was not reviewed at the meeting. The restricted On-Going Project committee will be tasked to gain a better understanding of this model, and associated metrics, and report back to the larger group.</p>		
Next Meeting	<p>Thursday, March 13, 2014 Boyle Education Center – Board Room 2:00pm to 3:30 pm</p>		