

CENTRAL OREGON COMMUNITY COLLEGE

## Data Stewardship Advisory Committee Meeting Agenda

<b>Date:</b>	April 10, 2014	<b>Facilitator:</b>	Brynn Pierce and Ed Sea
<b>Time:</b>	2:00-3:30pm	<b>Notes:</b>	Ashlee Sanders
<b>Place:</b>	Boyle Education Center Board Room	<b>Agenda Maker:</b>	Brynn Pierce

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
<b>College Committee/ Work Group Updates</b> (10 minutes)	Challenge Course Section <ul style="list-style-type: none"> <li>Stephen, Chris E and Chris M are meeting next week to discuss Instruction Type</li> <li>Going to Chairmoot 4/24/14</li> </ul> Student Type Work Group <ul style="list-style-type: none"> <li>Pam noted that mis-identified concurrent students have decrease since the update to the website.</li> <li>Jason continuing to work with Courtney regarding splitting concurrent and continuing concurrent student types.</li> </ul> Argos User Group <ul style="list-style-type: none"> <li>User group has been working on naming conventions</li> <li>Chris E demonstrated a new Completions and Total FTE and HC dashboard that the IE office has been working on.</li> </ul>	<ul style="list-style-type: none"> <li>Challenge Course Section:               <ul style="list-style-type: none"> <li>Stephen, Chris E and Chris M are meeting 4/15/14 to discuss Instruction Type</li> <li>Going to Chairmoot 4/24/14</li> </ul> </li> </ul>	All

	<p>Grad Tracks Core Group (no updates)</p> <p>Technology Advisory Committee (TAC)</p> <ul style="list-style-type: none"> <li>• This committee advises the college on all things tools and technology.</li> <li>• Jerry shared that the committee is working toward a project prioritization form which rates projects on time and resources helping the President and E-team work with IT to determine which project should be tackled next. <ul style="list-style-type: none"> <li>○ All projects start with a help desk ticket</li> <li>○ Any project that includes an IT component should be considered</li> </ul> </li> <li>• Brynn asked if Jerry would be willing to present some information during a future educational moment.</li> </ul>		
<p><b>Educational Moment</b> (15 minutes)</p>	<p>Data Security Practices &amp; Procedures</p> <p>Wesley presented information to data security at COCC, the slides are located on Office 365 (<a href="#">Click Here</a>).</p> <p>Key points during presentation:</p> <ul style="list-style-type: none"> <li>• We might be a small school in a small town, but the security implications are very large.</li> <li>• CIA Triad: <ul style="list-style-type: none"> <li>○ Confidentiality: Keep information private</li> <li>○ Integrity: Data Quality</li> <li>○ Availability: Accessible when users need it.</li> </ul> </li> <li>• Top three security threats (from RSA survey) <ul style="list-style-type: none"> <li>○ Data Loss (Leakage)</li> </ul> </li> </ul>		<p>Wesley Dymond</p>

	<ul style="list-style-type: none"> <li>○ Social Engineering (Phishing)</li> <li>○ Malware</li> <li>● User Awareness <ul style="list-style-type: none"> <li>○ Educate Data Stewards</li> <li>○ Policies and Procedures</li> <li>○ Centralize Data</li> <li>○ Data Classification</li> <li>○ How we Share Data with other Organizations</li> <li>○ Faculty and Staff Training</li> </ul> </li> </ul>		
<b>DSAC Membership Responsibilities &amp; Leadership Continuity Planning</b>	Brynn went over Structure and Responsibilities document and the proposed chair/chair elect cycle. She asked for feedback in order to discuss further at our May meeting.		Brynn Pierce
<b>Subcommittee Updates</b> (30 minutes)	<p>Institutional Culture of Data Stewardship <a href="#">See Latest</a></p> <p>Unfortunately the E-Team did not have a chance to review our recommendation prior to the scheduled meeting. Due to this, they had several questions...</p> <ul style="list-style-type: none"> <li>● Alicia emailed feedback to Brynn</li> <li>● Kevin met with Lisa, Yvonne and Sally regarding: <ul style="list-style-type: none"> <li>○ Whether or not this was considered a "draft"</li> <li>○ The overall goal of this recommendation</li> <li>○ Ramifications</li> <li>○ Who has control of this work</li> <li>○ Why is our advisory committee (DSAC) advising their advisory committee (E-Team)?</li> </ul> </li> </ul> <p>Brynn, Ed and the DSAC subcommittee met with Kevin and Sally to follow-up on their concerns.</p>	<p>Brynn to meet with Matt and gain additional feedback 4/15/14</p> <p>E-Team to discuss recommendation April 14.</p>	Laura Boehme, Lisa Bloyer, Stephen Newcombe & Chris Mills

	<p>Ultimately, this is our first run at this and there are a few things to consider:</p> <ul style="list-style-type: none"> <li>• The E-Team is not use to this type of recommendation and there is going to be a learning curve.</li> <li>• DSAC can continue to work at being as clear as possible</li> <li>• We may need to modify form and other documents for future recommendations:             <ul style="list-style-type: none"> <li>○ Opportunity Cost vs Actual Cost</li> <li>○ Data Stewardship Map or “Org Chart”</li> <li>○ Should we attend these meetings to be available for questions?</li> </ul> </li> </ul> <p>Now that some questions have been addressed, we’re hopeful for an endorsement by the next time we meet.</p>		
	<p>Data Standards Manual – <a href="#">See Latest</a></p> <p>Chris Egertson stated that they met with Matt, who provided feedback regarding the language surrounding “cost”. Chris ended up updating this text to really spell out that we intend to use current resources.</p> <p>We’ll wait to move forward on this recommendation until we have additional information pertaining to the Institutional Culture of Data Stewardship Recommendation.</p>		<p>Chris Egertson, Michael Fisher, Jason Frost &amp; Ed Sea</p>
	<p>Data Management Maturity Model &amp; Metrics <a href="#">See Latest</a></p> <p>Brynn gave an overview of the groups charge and the initial work that has been completed.</p> <p>Jerry discussed the drafted rubric that the team</p>		<p>Jerry Schulz, John Armour, Yvonne Ramage, Wesley Dymond, Brynn Pierce, Ashlee Sanders</p>

	<p>as compiled thus far, which includes sections for People, Process and Technology.</p> <p>Now that the team has a draft, they will work to fine tune the text which determines the levels each category is rated against and bring it back for review by the larger committee.</p>		
<p><b>Glossary of Data Management Related Terms</b> (10 minutes)</p>	<p>Terms reviewed – <a href="#">See Notebook/DSAC/Glossary</a></p> <ul style="list-style-type: none"> <li>• Data Management: Approved</li> <li>• Data Standards Manual: Approved</li> <li>• Operational Systems: Approved, with updates</li> </ul>	<p>Ashlee to update the Glossary on Office 365</p>	<p>All</p>
<p><b>Next Meeting</b></p>	<p><b>Thursday, May 8, 2014</b> Boyle Education Center – Board Room 2:00pm to 3:30 pm</p>		