

# COCC Data Steward Group Meeting Notes

Monday September 10, 2013

10:00 am to 12:00 pm

**BEC Board Room**

## Attendees:

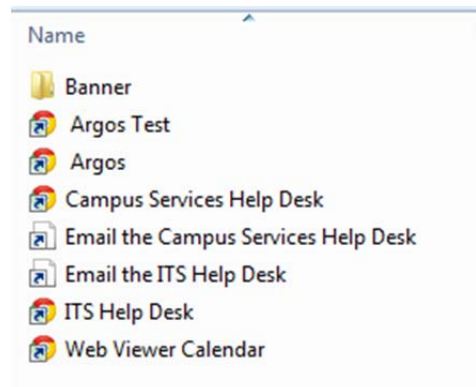
Chris Mills, Jason Frost, Chris Egertson, Stephen Newcombe, Lisa Bloyer, Ed Sea, Laura Boehme, Pam Beyer, Brynn Pierce, John Armour and Ashlee Sanders

## Educational Moment, New Argos Web Interface – Ed Sea

**Ed is going to look into a way to communicate to all Argos users (possibly similar to Banner), with the intent to update and education staff regarding the benefits and general use of this new application.**

### Three Argos options:

All three of these options listed below are accessible from your desktop by opening the folder named *COCC Applications*, which may look similar to the folder to the right.



- **Argos Test:**

This is where Argos users can test their newly built reports to validate the data and ensure accuracy. Remember to test your requests to ITS in Argos test or they will not be moved to production for general use.

- **Original Argos (Select the Argos Link in the COCC Applications folder):**

Once data has been tested in can be accessed by Argos production which is what most users are probably use to using to date. This option includes all Argos functionality excluding testing however is not neatly packaged for the user. For example, an OLAP cube in Argos is generally built to a standard width for the average user making this application somewhat cumbersome to use.

- **Web Viewer (Select the Argos Link in the COCC Applications folder):**

The web viewer is also an option a user can use to run reports in production. This option provides a faster, clean, more user friendly and intuitive interface for the user. This option should have the same functionality as the original Argos however it's still being tested.

After selection the regular Argos link in the COCC Applications folder, you'll be asked to login to Evisions. After entering your user name and password you should arrive to a screen similar to the one to the right. Select Argos Web Viewer to enter the intuitive interface and the Argos button to enter the standard interface.



### Potential Argos Features:

- We should have the ability to bypass a login screen to post reports on the website for public use.
- Ability to share a URL via email. This currently allows an email to be sent with a link to a specific report. The person receiving the email would then be required to login to Argos to view the sent report. Attaching a PDF or CSV document directly from Argos is not currently an option.

## Enhancing Committee Work-Plan/Vision – Brynn Pierce

Brynn reviewed the Data Management Model or Work-Plan/Vision to the committee for the first time. The objective of this document is to provide a clear project objective for outside parties. This document will likely accompany any recommendations made to the Executive Team as a reminder of our intentions, a list of what we're currently working on and ultimately what we've accomplished. Brynn requested feedback from the committee...

### Talking points:

- The committee decided to add a descriptive text within this document to connect to institutional sustainability in order to support our other 4 core themes.
- The projects outlined are not necessarily sequential but the way they are listed is likely the order in which the Executive Team would receive recommendations. With the possible exception of Systematic training because it will be a long, drawn out, possibly over-arching project.
- There is some concern about smaller projects not being listed on the vision document. It was discussed that most small projects will probably roll up into these 5 larger projects in some way, for example they may be solved by implementing a Data Standards Manual. However, we do want to address some of these issues and it should probably be included in some respect in the larger vision. The committee will be adding procedural work to the list.
- Moving forward, the adoption of Institutional Culture of Data Stewardship should include a detailed form of communication between data stewards to work through and possibly avoid future data issues. This is something that can and should be included in the Data Standards Manual.

## Regroup – Brynn Pierce

It will be important to allow the Executive Team to decide for the College who will be responsible for certain projects. The Data Stewardship Advisory Committee may help in identifying problem areas but it is not our job to do the work unless instructed to by the Executive team. Brynn confirmed that everyone on the committee understands and agrees with the following:

- **What is the work of the Data Stewardship Advisory Committee?**  
Develop a clear understanding of the difference between the work of the committee and the work of the college to implement any recommendations coming from the committee.
- **What is the work of a Data Stewardship Advisory Sub-Committee?**  
Develop a clear understanding of the difference between the work of the Data Stewardship Advisory Sub-committee and the work of the full advisory committee.

## Recommendation Template – Brynn Pierce

Brynn reviewed the revised recommendation template with the committee.

### Talking points:

- We'll want to keep this document as brief as possible (1-2 pages) but may have attachments/supporting documents (i.e. Data Steward Map, cost worksheet, etc).
- We'll add a text box in the attachments section to include a description of what is being included with the recommendation.
- It was asked if the Data Stewardship Advisory Committee is responsible for tracking these projects once they've been handed off to the Project lead. To some extent we will track these items and possibly communicate the outcomes to the Executive team or Institution. However, depending on the project, the lead may be providing some type of project report to necessary parties. Ultimately the lead will be responsible for coordinating with other departments and committees.
- There is some concern about fixing current communication issues. For example, if staff/employees are requesting to make changes to data outside of this committee – are they getting approval from the right place? We will do our best to make sure our committee is well documented and educate the college about the Data Standards Manual in order to ensure staff/employees are jumping through the appropriate hoops before making changes.
  - We will start a list of example of the types of issues that occur when changes are made without checking with the appropriate departments or data stewards.

## Sub-Committee Assignments – Brynn Pierce

In order to accomplish as much work as possible outside of our monthly meetings, the work team decided to assign subcommittees to assist with the organization and research of projects recommendation. The goal is to establish what steps and resources would be necessary to support implementation of a particular project by the college. Using the recommendation template as a guide, draft a recommendation to be brought back to the greater Advisory Committee for vetting and final approval

There will be two types of committees (recommendation and procedural).

- Recommendation
  - **Institutional Culture of Data Stewardship**  
Stephen Newcombe  
Lisa Blower  
Laura Boehme  
*Work Team Point of Contact: Chris Mills*
  - **Data Standards Manual**  
Chris Egertson  
Jason Frost  
Jenni Newby  
Lynn Roy  
*Work Team Point of Contact: Ed Sea*

- Procedural
  - **On-going Projects**
    - John Armour
    - Dianne Capozzola
    - Pam Beyer
    - Jerry Schulz
    - Work Team Point of Contact: Brynn Pierce and Ashlee Sanders*

Subcommittees will be contacted to add content to future meeting agendas, even if just for updates.

It was suggested after the meeting that the work team points of contact would schedule the first sub-committee meetings to help get the ball rolling and answer any questions.

### **Next Meeting:**

Tuesday, October 8<sup>th</sup>, 2013  
Boyle Education Center – Board Room  
10am to 12pm