

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	April 14, 2016	Facilitator:	Laura Boehme
Time:	1:30 pm – 3:00 pm	Notes:	Susan Galecki
Place:	BEC Boardroom	Agenda Maker:	Laura Boehme, Susan Galecki, Chris Egertson, Caren Graham

Attendees:	Lisa Bloyer	X	Chris Mills	X	Guests:	
	Laura Boehme, <i>Chair, Work Team</i>	X	Mary Nelson	-	Jared Forell	-
	Ron Boldenow	-	Courtney Whetstine	X		
	Wesley Dymond	-	Ed Sea	X		
	Chris Egertson, <i>Chair Elect, Work Team</i>	X	JJ Shew	X		
	Michael Fisher	-	Kristine Roshau	X		
	Susan Galecki, <i>Work Team</i>	X	Heidi Weaver	X		
	Caren Graham, <i>Work Team</i>	X				
Shelley Huckins	X					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (10 minutes)	<ul style="list-style-type: none"> President's Newsletter Topic – update Office 365 folder/file cleanup reminder Committee membership & Charter update will go to College Affairs on 5/5/6 for 1st reading. Membership shortened to 11 members (mainly Data Stewards). Laura asked if there were any changes. 	Volunteer and Auto was clarified and it was decided the Notetaker will come from the voting membership and possibly rotate during the year.	Susan G
Subcommittee Actions (15 minutes)	<ul style="list-style-type: none"> Annual Report Summaries reviewed: Business Intelligence Research: Conclusion of research says time is not right for a data warehouse. A business intelligence push will need to come from those that want it not the subcommittee. DSAC will need to push awareness where it is happening. 	All members are to review Charter and Roles and Responsibilities definitions for next mtg.	Chris E

	<ul style="list-style-type: none"> • DSM: Review of manual completed and changes identified. New pages were added to clarify the connection between DSAC and the DSM and Stewardship. Getting the DSM into onboarding conversations are ongoing and difficult to implement college-wide. • Roles and Responsibilities: Made name change to clarify purpose, distributed and analyzed questionnaire, clarified org charts and made role definitions clearer. Recommending the subcommittee end and their remaining education charge be moved to other groups. • Maturity Model: Accomplished goals and will be tackling training, possibly online. They may create scenarios around roles and responsibilities so next questionnaire gets better results. 	<p>Subcommittee updates will be used for PAT update in June and possibly next Presidential Newsletter.</p>	
<p>Action Item Follow Up (15-20 minutes)</p>	<ul style="list-style-type: none"> • Laura requested recommendations for the next Chair-Elect (2016-17) and the next work team. Voting will occur in the May meeting. • The Roles and Responsibilities Definitions updates were reviewed. The definitions were approved and will replace all other references in DSAC documents including the DSM. 	<p>Caren will stay on the work team and Kristine will be the first Notetaker for the year. Any feedback on the Roles and Responsibilities Definitions should be sent to Laura.</p>	<p>Laura B</p>
<p>Wrap up (15 minutes)</p>	<ul style="list-style-type: none"> • Brainstorming for the May annual wrap up and planning for next year. More educational campaign ideas are needed. Newsletter articles could continue or possibly post quizzes on Commlines related to the DSM. • Dr. Metcalf has been invited to the May wrap up meeting. • There will not be a June meeting. • Subcommittees that are not continuing will blend with remaining subcommittees. 	<p>Members should sign up to bring a dessert potluck item in the Sharepoint Notebook. For May, Members should be prepared to suggest goals for next year and what might need to accomplish them. Please RSVP for May meeting.</p>	<p>Laura B</p>

Next Meeting	<ul style="list-style-type: none"> Next meeting: May 24th, 1:30 to 3:00pm in BEC Boardroom. Bring potluck items. 		

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