

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

<b>Date:</b>	October 27 2015	<b>Facilitator:</b>	Laura Boehme
<b>Time:</b>	10:30 am - 12:00pm	<b>Notes:</b>	Susan Galecki
<b>Place:</b>	BEC Boardroom	<b>Agenda Maker:</b>	Laura Boehme, Susan Galecki, Chris Egertson, Caren Graham

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
<b>Welcome &amp; Housekeeping</b> (10 minutes)	<ul style="list-style-type: none"> <li>• Introductions of new members, Kristine Roshau and Mary Nelson</li> <li>• Update on Sub-Committee Survey. Leads to try survey again for November meeting and committee to decide if it is working.</li> <li>• Caren's entire article, "Data management and Stewardship at COCC – How YOU Can Help" made the President's Newsletter.</li> </ul>		Susan G
<b>Educational Moment</b> (15-20 min)	<ul style="list-style-type: none"> <li>• New interactive enrollment reports using Tableau software have been rolled out on the Institutional Effectiveness page and training will be provided November 13<sup>th</sup> for anyone interested. These replace static .pdf enrollment reports.</li> </ul>		Chris E

<p><b>Subcommittee Actions</b> (20-25 minutes)</p>	<p>Review Actions for:</p> <ul style="list-style-type: none"> <li>• Business Intelligence Research is preparing a capital request for an operational data store (ODS) just to get it in the pipeline by 1/15/15. They will try and get all DSAC members up to speed on the concepts via a future educational moment. The sub-committee will prepare a business case template on questions to ask and options by 3/1 with roadshows to follow. Argos &amp; Tableau would stay as reporting tools.</li> <li>• New Data Standards members were given history and access to the manual for review, they discussed change and maintenance plan, adding definitions/glossary that would help users college-wide. It was noted that there is a glossary started in the Sharepoint OneNote that could be added.</li> <li>• The Maturity Model and Metrics committee has teamed up with Data Stewardship Roles and Responsibilities (formerly the Institutional Culture committee) to provide a single questionnaire effort to be distributed to the college. The first part asks the survey taker to provide information about their specific position, which will allow us to create an organization map around data usage/ownership. The second part asks the survey taker to provide information about the college to establish a maturity baseline for data management, which will help us identify areas of improvement. The entire survey should take 7-10 minutes to complete. Next steps are to try it out on a small subset of the college to ensure it is easily understood. And once that is complete, market it to the entire college by posting it to staff commlines, and in various newsletters.</li> </ul>		<p>Caren G</p>
--	--	--	----------------

<p><b>New Items</b></p>	<ul style="list-style-type: none"> <li>• Next submission for President's Newsletter will come from Chris Egertson. The topic will be Garbage In, Garbage Out to highlight data inconsistencies and their impact. Items for future articles were entered into OneNote</li> <li>• Review of open Data Irregularities in the SharePoint OneNote. Ed reminded the committee that CleanAddress software could fix one of the irregularities if a group would champion its purchase. Kristine reported there is a data conflict with registration and blackboard when students are hand enrolled.</li> </ul>		<p>Laura B</p>
<p><b>Wrap up</b> (15 minutes)</p>	<ul style="list-style-type: none"> <li>• Action Items:             <ol style="list-style-type: none"> <li>1. Sub-committees should continue to meet.</li> <li>2. Educational moment wish list items should be forwarded to the work team.</li> <li>3. Members were asked to locate incentives that can be used to encourage completion of the Questionnaire developed by the sub-committees.</li> </ol> </li> </ul>		<p>Laura B</p>
<p><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• Next meeting: November 12<sup>th</sup>, 1:30pm to 3:00pm in BEC 160 (this is a location change)</li> </ul>		

**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