

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

<b>Date:</b>	October 9, 2014	<b>Facilitator:</b>	Brynn Pierce
<b>Time:</b>	2:00-3:30pm	<b>Notes:</b>	Ashlee Sanders
<b>Place:</b>	Metolius 214	<b>Agenda Maker:</b>	Brynn Pierce, Ashlee Sanders, Laura Boehme, Wesley Dymond

<b>Attendees:</b>	<b>Staff</b>		<b>Faculty</b>		<b>Guests:</b>	
	Name	Present	Name	Present	Name	Present
	John Armour	X	Chris Mills	X		
	Lisa Bloyer		Shelley Huckins		Ginger Korn	X
	Laura Boehme	X	Stephen Newcombe			
	Wesley Dymond	X	Brynn Pierce	X		
	Chris Egertson	X	Sean Rule	X		
	Michael Fisher	X	Ashlee Sanders			
	Jason Frost		Ed Sea			
	Caren Graham	X	JJ Shew	X		

<b>Agenda Item</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Responsible Person(s)</b>
<b>College Committee/ Work Group Updates</b> (15 minutes)	<p><u>DSAC - Argos User Group</u>: No Update  <u>Grad Tracks Core Group</u>: No Update  <u>Instructional Banner Support Group</u>: No Update</p> <p><u>Technology Advisory Committee (TAC)</u>:                      Brynn spoke with Dan Cecchini about the DSAC being an information item on the next TAC agenda. Laura and Wesley both serve on that committee and plan to follow-up.</p>	Laura & Wesley will follow-up with Dan regarding putting DSAC on the TAC agenda.	All
<b>Adhoc Project Updates</b> (15 minutes)	<p><u>Adhoc Project Housekeeping</u>:                      Brynn reminded everyone the source of the adhoc projects and let everyone know that we can add to the list as necessary – click <a href="#">Adhoc Project List</a></p> <p><u>Challenge Course Section Follow-up</u>:                      Ashlee was unable to attend the meeting but reported</p>	DSAC work team will review the list in its current state.	<i>(All 3 unable to attend)</i>  Ashlee Sanders

	<p>to Brynn that the plan put in place to address the challenge course sections is working.</p> <p><u>Student Type Work Group</u>: No Update <u>CWE Follow-up</u>: No Update</p>		<p>Jason Frost Stephen Newcombe</p>
<p><b>Maturity Model</b> (30 minutes)</p>	<p><u>Embrace the Maturity Model</u>:</p> <p>Brynn, Caren and JJ gave a brief background of the model and the work in developing the survey/ homework everyone participated in.</p> <p><a href="#">Maturity Model Rubric</a> <a href="#">Survey Results</a></p> <p>Brynn discussed the need to develop the ability to assess data management at the department and or program level.</p> <ul style="list-style-type: none"> <li>• Who should do the assessing? Data Managers/Data Stewards or possibly through a focus group/meeting format with a department</li> <li>• How can we create a common language? (i.e. is Executive Management a good term to use?)</li> </ul> <p>Add qualifying questions to the survey:</p> <ul style="list-style-type: none"> <li>• What data/databases do you use? (list options)</li> <li>• How much/often of your time is spent working with the designated data/databases?</li> <li>• Consider multiple versions based on different departments.</li> </ul> <p>The maturity model could be useful in setting "expectations" that maybe the College is not supporting – possibly mapping to policies.</p> <ul style="list-style-type: none"> <li>• Suggestion to start with something small and achievable like data entry or data security –</li> </ul>	<p>Maturity Model team to regroup regarding next steps.</p>	<p>Brynn Pierce, Ashlee Sanders, Caren Graham and JJ Shew</p>

	<p>something folks can wrap their heads around and accomplish</p> <p>Educating the College, possible next steps...</p> <ul style="list-style-type: none"> <li>• Better prepare the survey recipient before asking them to complete the survey.</li> <li>• Consider a road show – the idea of coming up with a message around Data Management and taking it to important groups on campus</li> <li>• Ask the five most important things about data management! (Make it exciting)</li> <li>• Pilot with Laura’s subcommittee.</li> </ul>		
<p><b>Subcommittee Updates</b> (30 minutes)</p>	<p><u>Institutional Culture of Data Stewardship:</u> Laura provided a brief update on the work ahead. The group is meeting tomorrow to set the schedule for working with Financial Aid and Admissions and Records.</p>		<p>Laura Boehme, Lisa Bloyer, Stephen Newcombe, Sean Rule</p>
	<p><u>Data Standards Manual:</u> No Update</p>		<p>Chris Mills, Jason Frost, Wesley Dymond, Chris Egertson</p>
	<p><u>Data Management Maturity Model &amp; Metrics</u> See notes above</p>		<p>Caren Graham, JJ Shew, Brynn Pierce, Ashlee Sanders</p>
	<p><u>Data Warehouse/Business Intelligence/Reporting</u> JJ and Wesley met to organize the best approach for this work. They plan to schedule a kick-off meeting soon.</p>		<p>Ed Sea, Wesley Dymond, JJ Shew, Chris Egertson, Michael Fisher</p>
<p><b>Next Meeting</b></p>	<p><b>Thursday, November 13, 2014</b> BEC Board Room 2:00 to 3:30 pm</p>		

