

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

Date:	November 12, 2015	Facilitator:	Laura Boehme
Time:	10:30 am - 12:00pm	Notes:	Susan Galecki
Place:	BEC 160	Agenda Maker:	Laura Boehme, Susan Galecki, Chris Egertson, Caren Graham

Attendees:		Chris Mills	X	Guests:	
Lisa Bloyer		X			X
Laura Boehme, <i>Chair, Work Team</i>		X			X
Ron Boldenow		X			X
Wesley Dymond		X			X
Chris Egertson, <i>Chair-Elect, Work Team</i>		X			X
Michael Fisher		X			X
Susan Galecki, <i>Work Team</i>		X			X
Caren Graham, <i>Work Team</i>		X			X
Shelley Huckins					

Agenda Item	Discussion	Decision /Action	Responsible Person(s)
Welcome & Housekeeping (10 minutes)	<ul style="list-style-type: none"> President's Newsletter Topic – reviewed November submission for December's newsletter entitled "Garbage in, Garbage out". 		Susan G
Educational Moment (15-20 min)	<ul style="list-style-type: none"> Instructional data needs and issues are driven by student success. Success should be compared with recommended prerequisites, use of Blackboard, credit load, placement test scores, employment data, level entering program, term entering COCC. Other data needs include the worth of an incoming student, success of 3rd and 4th academic warning students, true time to completion, repeat customers for CR and NC. The PSI committee will develop standards for program review. 		Ron Boldenow

<p>Subcommittee Actions (20-25 minutes)</p>	<p>Review Actions for:</p> <ul style="list-style-type: none"> • Business Intelligence Research is working on capital request due Jan 15 • Data Standards will prepare January Presidents newsletter article. Subcommittee will hold trainings, prepare a slideshow and have made a change log for the DSM. Maintenance of DSM will start Winter Term. 		<p>Caren G</p>
<p>New Items</p>	<ul style="list-style-type: none"> • Discuss Data Irregularity – Chris E provided handout on “Course Sections with Active Status and Zero Enrollments” showing inactive courses having “Active” status. This skews results for course capacity, section count and available seats reports. Changing of status varies by Dean or Director. Causes are lack of housekeeping, self-paced courses that stay active, Admins keeping active so they roll automatically and they don’t have to recreate, room hiding, short courses that start late or are contracted and paid by an agency. • Chris M mentioned they are waiting for details of Senate Bill requiring schools to offer a gender preference and preferred name option. Banner XE will address some of this by Fall of 2016. 		<p>Laura B/Chris E.</p>
<p>Wrap up (15 minutes)</p>	<p>Action Items</p> <ul style="list-style-type: none"> • Status of Questionnaire, Prize incentives - Incentive prizes for completing the Data Usage questionnaire. Prizes must be from COCC, can’t be from a vendor like Sodexo or will be taxed. A pie from Culinary was suggested. • Next submission for President’s Newsletter due mid December. • Chris M, Michael, Mary and Chris E will go thru the current list to see what can be fixed. 		<p>Laura B</p>
<p>Next Meeting</p>	<ul style="list-style-type: none"> • Next meeting: December 9th, 2:00 pm to 3:30pm 		

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