

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	September 11, 2014	Facilitator:	Brynn Pierce
Time:	2:00-3:30pm	Notes:	Ashlee Sanders
Place:	BEC Boardroom	Agenda Maker:	Brynn Pierce, Ashlee Sanders, Laura Boehme, Wesley Dymond

Attendees:					Guests:	
	John Armour		Chris Mills	X		
	Lisa Bloyer	X	Shelley Huckins			
	Laura Boehme	X	Stephen Newcombe	X		
	Wesley Dymond	X	Brynn Pierce	X		
	Chris Egertson	X	Sean Rule			
	Michael Fisher		Ashlee Sanders	X		
	Jason Frost		Ed Sea	X		
	Caren Graham	X	JJ Shew	X		

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
College Committee/ Work Group Updates (10 minutes)	<p><u>Argos User Group</u> Brynn asked if the group should/would like to be affiliated with DSAC since it is not associated with any other group.</p> <p><u>Technology Advisory Committee (TAC)</u> Student housing software and some video camera software may be included in TACs next meeting in October.</p> <p>CRM software is still in the discovery phase.</p>	Argos User Group will now be affiliated with DSAC	All
Adhoc Project Updates (10 minutes)	<p><u>Challenge Course Section Follow-up</u> Challenge Courses are not currently easy to identify by the Attendance Method "H" within the Financial Aid report. However, Financial Aid is supposed to ensure these sections are not funded, as there is no seat time.</p>	Chris Mills to create new Instruction Method code.	Ashlee Sanders Jason Frost Stephen Newcombe

	<p>In addition, Certain Instructors are not following the appropriate procedure to create a new CRN.</p> <p>Solution:</p> <ul style="list-style-type: none"> • Create a code for the Instructional Method field, which will be visible in the Financial Aid report. • The Attendance Method will remain the same for these courses. • Konnie will update the admin manual to reflect these changes. • Jenni will communicate general challenge course procedures to faculty as a reminder. <p><u>Student Type Work Group</u> No update</p> <p><u>CWE Follow-up</u> There are currently multiple ways that a CWE can be flagged, IE is looking for a consistent way to identify these courses for reporting purposes. (Attendance Method, Schedule Code, and sometimes in the course title)</p> <p>Solution:</p> <ul style="list-style-type: none"> • Attendance Method will have a "C" for CWE courses. • Schedule Code will have either a CWE or Combination code to reflect what type of section it is. • Konnie and Chris will update the admin manual and communicate changes. 	<p>Chris Mills to look into impact of making these changes for Fall, but will implement Winter and Spring.</p> <p>Instruction to look into the possibility of doing Co-Requisite courses in the future to help clarify this process.</p>	
<p>Educational Moment (15 minutes)</p>	<p><u>Review Data Stewardship and Who is Doing it Well</u> Laura provided some examples of other institutions that have implemented some version of data stewardship as a guide to compare our projects. This can help to determine if we are on the right track. We could possibly borrow</p>		<p>Laura Boehme</p>

	<p>some ideas. Notably, all examples live under IT in some way. (Examples below are also available on Office 365)</p> <ul style="list-style-type: none">• Portland Community College Appears to be the only Community College in Oregon that has anything to do with Data Stewardship published on their website.• Indiana University Has information such as Data Policies and Data Classification.• Dataversity Provides a graphic, which might help us explain where we are trying to go.• Purdue In addition to classifications, data roles and educational resources this site has a committee member login, which likely provides additional information not available to the public. Also, has a FAQ pamphlet helping users understand how to handle data.• St. Catherine's Good verbiage surrounding Banner being the only designated ERP system, see section 3 under Data Standards Principles.• South Western Tennessee CC A Banner Access request form that requests approval of the Data Stewardship Committee. <p>Policy Laura believes we need to get a policy to College Affairs to frame out standards, for security sake.</p> <ul style="list-style-type: none">• Wesley has some policies already started and will bring to the group for feedback.	<p>Wesley will bring policies to the group for feedback.</p>	
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	<ul style="list-style-type: none"> Check with Sharla regarding the general procedures manual updates and existing policies. 	<p>Someone? To check with Sharla regarding existing policies.</p>	
<p>Data Warehouse Follow-up (20 minutes)</p>	<p>Next Steps... Business Case... Identify a group of people to start working towards a business case to come up with benefits, risks, costs, etc. Start outlining phased approach(es).</p> <ul style="list-style-type: none"> Subcommittee: <ul style="list-style-type: none"> Ed Sea Wesley Dymond JJ Shew Chris Egertson Michael Fisher <p>Datastore... Stop reporting off our live database sooner rather than later.</p> <ul style="list-style-type: none"> Simple copy of the database An actual datastore, which includes other functionality. 	<p>Subcommittee to schedule a meeting.</p> <p>Other Subcommittees may be restructured to accommodate.</p>	<p>All</p>
<p>Subcommittee Updates (30 minutes)</p>	<p><u>Institutional Culture of Data Stewardship</u> Brynn emailed the president about moving forward with our recommendation. Since no response was received by her provided deadline, we plan to move forward.</p> <p>Laura, Stephen and Lisa met to discuss next steps and talked about a probable timeline to start investigating how we are handling data.</p> <ul style="list-style-type: none"> Laura met with Kevin Multop regarding piloting with Financial Aid. He was open to the pilot project in his team. 	<p>Group plans to come up with new name.</p> <p>Team will meet again in October and get Sean up to speed.</p>	<p>Laura Boehme, Lisa Bloyer, Stephen Newcombe, Sean Rule</p>

	<ul style="list-style-type: none"> Laura plans to meet with Alicia to catch her up on the pilot project since both pilot groups are within Student Services. <p>The group hopes to have the pilot and findings in draft by the end of December.</p>		
	<p><u>Data Management Maturity Model & Metrics</u> Group met in August to firm up maturity model, with plans to distribute a homework survey within the next couple of weeks.</p> <p>The homework survey is designed to assist us in having a conversation at our October meeting about how effective this tool is in its current state.</p>	<p>Team to send out homework within next few weeks.</p>	<p>Caren Graham, JJ Shew, Brynn Pierce, Ashlee Sanders</p>
	<p><u>Data Standards Manual</u> Met and completed the TAC project request form and would like feedback from the group. The subcommittee will submit an ITS helpdesk ticket as soon as the larger group gives the okay.</p> <p>Group found the subcommittee style/effort to be helpful during the completion of the form.</p> <p>General Comments:</p> <ul style="list-style-type: none"> Budget currently has hours instead of dollars due to the response received when this was initially submitted. Looking for feedback from ITS on this. Laura clarified that Stakeholders are people whose time is needed for the project. Not global but informed decision makers. She felt that this was outlined appropriately in the request. <p>The next TAC meeting is in October, we would like to try and get that on the agenda before if possible.</p>	<p>Chris Mills to send out feedback reminder with deadline of Friday October 19th.</p>	<p>Chris Mills, Jason Frost, Wesley Dymond, Chris Egertson</p>

<p>Glossary of Data Management Related Terms (5 minutes)</p>	<p>Updates: The DSAC glossary is no longer located in the OneNote or Notebook section of Office 365. This document is now in Excel within the resource folder under DSAC Glossary.</p> <p>Transitioning glossary to subcommittee ownership! There is a new column within the document called "keyword," which correlates to a subcommittee. Subcommittee's will now "own" or be responsible for finalizing these terms as they relate to their projects.</p>	<p>Group to start considering how we want to utilize the glossary outside of the committee – as it is not currently public.</p>	<p>All</p>
<p>Next Meeting</p>	<p>Thursday, October 9, 2014 BEC Board Room 2:00 to 3:30 pm</p>		