

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

<b>Date:</b>	February 15, 2018	<b>Facilitator:</b>	J.J. Shew
<b>Time:</b>	1:00 pm – 2:30 pm	<b>Notes:</b>	Work Team
<b>Place:</b>	Boyle Education Center, BEC 160	<b>Agenda Maker:</b>	Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci

<b>Attendees:</b>	Jacob Agatucci, <i>Work Team</i>	X	Stephen Newcombe	X	<b>Guests:</b>	
	Erika Carman	X	Rebecca Oprish			
	Wesley Dymond, <i>Work Team</i>	X	Brynn Pierce	X		
	Layla Solar		JJ Shew, <i>Chair, Work Team</i>	X		
	Shelley Huckins		Courtney Whetstine			
	Chris Mills, <i>Chair Elect, Work Team</i>	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
<b>Videos vs. Survey</b>	<ul style="list-style-type: none"> <li>Review any discrepancies found between the training videos and the survey questions/answers</li> </ul>		Chris M.
<b>New Employee Video Rollout</b>	<ul style="list-style-type: none"> <li>Updates on bookmark</li> <li>Updates on faculty sessions</li> </ul>		Jake
<b>DSAC Website Changes</b>	<ul style="list-style-type: none"> <li>Review the updates made to the DSAC Website</li> <li>Shared Governance response on site standards</li> </ul>		Erica / J.J.
<b>DSM &amp; Change Log Updates</b>	<ul style="list-style-type: none"> <li>New Items</li> <li>Annual DSM Review</li> </ul>		Wesley
<b>DSAC Presentation</b>	<ul style="list-style-type: none"> <li>Review the draft presentation for the March Admin meeting</li> </ul>		Courtney / J.J.
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>Thursday, March 15, 2018 from 1:00 – 2:30 pm</li> </ul>		

## DSAC Meeting Minutes

1. Quick Update: Three of the five videos have been released on Bobcat Community and we are getting some hits (counts on YouTube). Also, we received feedback about a grammatical error in one of the videos. It was discussed that we should set a threshold of changes before we edit the videos.
2. Jake shared his conversation with Jim Ellis in having someone attend the New Faculty Orientation in April. The group determined 10 - 15 minutes would be enough time. Suggested content to present based on what Wesley does for the NEO's is to share the DSAC website, give a high-level of the importance of data governance and how it pertains to them; show the DSM, and finish by showing one of the videos. The Faculty video may be a good choice for the audience. **ACTION:** We need 1 or 2 volunteers to present in April. Jake has still not heard back from the facilitators of Teaching Academy. There is no update on the bookmark. Lora is tied up with creating the catalog.
3. Erika provided a great overview of the updates she made to the DSAC website. These changes will make navigating the site much better. One issue is the how to link back to the main site once you are in the DSM. Erika will need to follow-up with Scott and continue to work on a solution. The "resources" site was created with links to the training videos. Wesley suggested adding the work "videos" to the sight for better search results.
4. DSM & Change Log Updates – Wesley will be reviewing the open change item regarding Address Standards. In the next few weeks he will send out emails to DSM page owners to review their pages. For changes, submit a change log on the DSAC SharePoint site, or let Wesley know and he can create one. NOTE: If it's a small typo, the change can be made on the fly (if you have permissions), but if it content change or addition, this requires a change log items and review.
5. DSAC Presentation – J.J. shared the presentation Courtney and she put together to share at the Administrator's meeting on March 8<sup>th</sup>. The group made some great suggestions, such as adding a slide with all the members and adding a graphic of the rubric levels for reference since they are discussed in the timeline and survey results. Also, on the last slide, this is a great segway to discussion about the Strategic Planning initiatives.
6. Questionnaire review – Brynn had shared some terminology concerns and wording in the current survey questions and answers that she felt should be reviewed before we sent out the survey in March. It was suggested that if the changes constituted a change to the rubric, that these be reserved for a more formal review, but those changes that would be made. To do this the changes will be sent out in a "side-by-side" view for the members to review. We will plan to finalize the changes in the March DSAC meeting, and then send the survey out after this meeting. This will be sent out to members shortly!