

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Notes

Date:	Sept 23, 2016	Facilitator:	Chris Egertson
Time:	2:00-3:30PM	Notes:	Kristine Roshau
Place:	Max Merrill	Agenda Maker:	Chris Egertson, Caren Graham, JJ Shew, Kristine Roshau

Attendees:	Wesley Dymond	Chris Mills	Guests:
	Chris Egertson, <i>Chair, Work Team</i>	Kristine Roshau, <i>Work Team</i>	
	Caren Graham, <i>Work Team</i>	JJ Shew, <i>Chair Elect, Work Team</i>	
	Brady Hickman	Heidi Weaver	
	Shelley Huckins	Courtney Whetstine	

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome – (10 min)	<ul style="list-style-type: none"> • Introductions • Share DSAC Charter and Membership (Chris) • Sharepoint Reminder (Caren) • Meeting Structure for Year (Chris) <ul style="list-style-type: none"> ○ Role of Work Team and Committee 		Chris and Caren
Review of Goals: (30 min)	<ul style="list-style-type: none"> • Review all goals for 2016-17 • Have short discussion on each with following action items <ul style="list-style-type: none"> ○ Goal 5: Action: Agree to doing it in 2017-18 ○ Goal 4: Action: Agree that this waits for Goal 1 ○ Goal 3: Action: Establish DSM Captain 		JJ
Goal 1 discussion and Grant Update: (50 min)	<ul style="list-style-type: none"> • Review goal 1 • Give grant update and how it came about <ul style="list-style-type: none"> ○ Action: Agreement on 5 trainings ○ Action: Agree to pilot with A&R ○ Action: Share timeline and Get Feedback ○ Action: Collect questions related to grant 		Chris
• Next Meeting	<ul style="list-style-type: none"> • October 28, 1:30-3:00pm, LIB221 		

NOTES

Membership Updates and Meeting Structure for 2016-17

At the end of the 2015-16 year, DSAC was reduced from 18 members to 11; this includes the 10 attendees as well as an as of yet unassigned Instructional representative. Some terms of service have been assumed by new members of the committee, which has resulted in shortened terms for some members and extended terms for others. Further modification of the DSAC committee structure may occur as membership terms are clarified by the Chair.

Reduced membership numbers and the specific work toward our grant proposal will allow DSAC to use meeting times as collaborative working meetings. The work team will meet in advance to set the agenda for upcoming meetings, and the actual meeting times will be used to progress on group decisions and the goals for the years, as well as delegate committee work to be completed outside set meeting times.

Discussion of 2016-17 Goals

DSAC has outlined 5 specific goals for the year.

1: Creating Data Stewardship Training Modules

Our primary focus will be completing the project proposed (and allocated for DSAC) in the COCC Data Quality Grant, which was approved by HECC in June 2016.

COCC's Data Summit team proposed three items for the appropriated funding, of which the following is directed work for DSAC:

Data Stewardship Training: Funding to support Data Stewardship Advisory Committee's (DSAC) efforts to develop and pilot a method of educating and training employees college-wide about data management and stewardship. This will allow COCC to being to establish a solid foundation to work from in providing high quality, easily accessible data in a consistent manner. (Funding Request: \$16,500)

The need for Data Stewardship training was identified as a result of the Maturity Model survey delivered in 2015-16. Five training modules have been proposed, tentatively titled as:

1. What is Data Management
2. What are the Data Management Roles and Responsibilities
3. How does Data Management Impact Faculty
4. How does Data Management Impact Administrators and Classified Employees
5. How Does Data Management Help with Data Security

These training modules are envisioned as being between 5 and 10 minutes each (at max) and will be delivered through (as of yet undecided) interactive means, hopefully using materials and personnel at COCC.

* Potential faculty members with an interest in media, filmography and technical skills discussed as possible Instructional rep for 2016-17

This project will extend in stages throughout the full school year, beginning in September with the kickoff meeting and culminating with the release of the first modules to a targeted pilot group in the Spring (pilot group identified as Admissions and Records). This would go roughly as follows:

September: kickoff and discussion

October – November: decide on primary delivery model and software

November – January: design/write curriculum for modules

November – February: begin actual development of modules (as curriculum is written)

December – April: testing and fine tuning module content and delivery methods

April – June: deploy to pilot group

It is agreed that if aspects of this timeline take more or less time than expected, that the schedule may be adjusted accordingly.

2. Evaluate the need for an additional 'Power User' role

At the end of the 2016-15 year, it was proposed that the existing defined Data Stewardship roles would benefit from the addition of a 'power user' role, which would fill an existing gap between Data Users and Data Stewards.

3. Continue to enhance the Data Standards Manual

Additions and enhancement of the DSM will continue, including the following:

- a) Identification of other college data systems (ie: Blackboard, FlexReg, GradTracks, etc)
- b) Invitation for representatives/heavy users of other data systems to speak at DSAC meetings to educate and inform the committee on their specific use and purpose
- c) Establish/continue the annual review of the DSM
- d) Establish a DSM 'Review Captain'

4. Connect Data Stewardship Training to HR onboarding process

Discussion focused on the possibility of adding our training modules (see Goal #1) to the HR People Admin onboarding process: should the trainings be embedded in the people admin process? Should it be delivered by department, or by HR?

5. Update and reissue the Maturity Module survey from 2015-16 to pilot training group.

The questionnaire developed and deployed last year by the Maturity Model and Metrics subcommittee will be slightly revised for readability, in preparation of release in the 2017-18 year once our training modules have been deployed to groups around campus. The intention is to see whether the training modules have a measurable effect on users' understanding of Data Stewardship, and whether it improves their ability to self-assess and identify their own data role at COCC.

Identified Action Items for 2016-17 Goals

1. Training timeline identified and topics were decided in meeting. Wesley Dymond will contact Dan Alberghetti to gauge his interest as a potential faculty liaison. JJ Shew will contact Lisa Bloyer to determine how current COCC employees would be contracted and paid per their work on this project. Kristine will provide group with a list of possible software options, and their different uses, to be discussed at the next meeting. Documents to guide curriculum development will be placed in an accessible/relevant Sharepoint folder.
2. Chris Mills will work with JJ Shew on the assessment of a Power User role, including developing a definition for said role
3. Committee members will continue to brainstorm a list of other campus systems and services that use data (beyond Banner). Ed Sea will be contacted for a list of Banner influenced systems.

Wesley Dymond has volunteered to be the DSM 'Review Captain' (Motion proposed by Courtney Whetstine, seconded by Chris Mills)

4. Heidi Weaver will contact Danielle Fegley and inform her of the DSAC training projects.
5. Remaining members of the MM&M subcommittee will meet before April to revise and edit the questionnaire before re-release in the spring.