

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Jan 19, 2017	Facilitator:	Chris Egertson
Time:	12:30-1:30	Notes:	Kristine Roshau
Place:	BEC 160	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 (5min)	<ul style="list-style-type: none"> Welcome and Meeting Overview 		Chris
"What is Data Management" Update (45 min)	<ul style="list-style-type: none"> Review 'storyboard' and get feedback Establish work groups/volunteers to help develop content <ul style="list-style-type: none"> Data Mgmt Example Activity – quiz questions 		Kristine/Chris
Build outline of "What are the Data Management Roles and Responsibilities" (40 min)	<ul style="list-style-type: none"> Outline will provide what info to include for each segment of the training 		Chris
<ul style="list-style-type: none"> Next Meeting 	<ul style="list-style-type: none"> Feb 24th, 1:30-3:00 - LIB 221 		

Notes

* The January 12th DSAC meeting was considerably condensed due to snow closures which cancelled the scheduled meeting, thus the committee met for a shorter period and with fewer attendees the following week on January 19th.

Update and Review of 'What is Data Management'

Storyboarded slides were reviewed. Definition and examples slides were slightly modified for better clarity and presentation.

Committee brainstormed Data Management examples for students and staff that correspond with data accuracy, integrity, consistency, and best practices.

These examples will be used to build four short review 'quiz' questions that will be built into the presentation. Once written, the questions will be sent to the committee for final review via email prior to the February meeting.

Outline Training Module Two

This action was pushed to the February meeting due to lack of time.

Action Items

Kristine will continue to build the 'What is Data Management' module, with input from committee members as needed. A more complete version of the training will be presented to the committee at the February meeting.

Other DSAC tasks and projects will continue as established.