CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	November 13, 2017	**Facilitator:**	J.J. Shew
Time:	10:00 am – 11:30 am	**Notes:**	Work Team
Place:	Health Career Center, HCC 301	**Agenda Maker:**	Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci

Attendees:				**Regrets:**	
	Jacob Agatucci, *Work Team*		Rebecca Oprish		
	Erika Carman		Brynn Pierce		Layla Solar	
	Wesley Dymond, *Work Team*		JJ Shew, *Chair, Work Team*		
	Shelley Huckins		Courtney Whetstine		
	Chris Mills, *Chair Elect, Work Team*				
	Stephen Newcombe				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
DSAC Storage Options 25 min	• Overview of proposal • SharePoint Navigation demo • Next steps		J.J.
DSM Updates 30 min	• Review all open items in Change Log • Next steps		Wesley
Training Module Pilot Survey Results 15 min	• Share results with group • Discuss feedback received		J.J.
New Employee Rollout 15 min	• Next Steps		Chris
Next Meeting	• Monday, December 14, 2017 from 1:00 – 2:30 pm • Location: HCC 301		

Meeting Notes (Action items are in red)

DSAC Storage Options

JJ led a discussion of whether the group wanted to continue using the SharePoint site to house the committee documents, etc. or whether we wanted to consider other options such as the 'N' Drive or something different.

- No one seemed inclined to change the location at this time, but there was interest in continued work in reorganizing the site and learning to navigate it better.
- JJ walked the committee through the current site where she has done some cleanup and talked about further possible changes, such as using views, filters and links rather than folders to house documents. She also showed the calendar and pointed out that meeting dates are listed there.
- JJ: Setup a preview/demo: Pick a folder and transition it for the December 14th meeting in order to illustrate what the differences are as the group could not quite visualize them.

DSM Updates

Wesley led review of all outstanding DSM change log items and updated them as needed based on looking at the DSM in production.

- Consensus was that many of the action items had been completed previously, but that the change log had not been updated.
- Conversation around reviewing Address Standards in light of CLEAN Address implementation.
- Plan to review change log at each meeting unless there is nothing to review.
- All members can add change log items.
- Wesley: Update Security Pages to remove draft status.
- Chris: send Address Standards to Courtney, Shelley and JJ and bring back recommendations.

Training Module Pilot Survey Results and Next Steps

JJ spoke to the results of the pilot survey. There was a good response rate and a number of comments which were constructive and encouraging. It appears that the modules will positively affect the survey outcomes in terms of providing more context and understanding of the survey questions, as well as providing training.

- There were a couple of comments regarding context and we discussed that it would be good to include a small blurb as we release each training module as to content and purpose.
- Also, mention of the redundancy of the intros. Discussed whether it was worth providing a method of skipping the intro---normally they won't be watched all at once and in that case is the intro important?
- Other comments: Someone mentioned "big words" or unfamiliar terminology in video two. Question of whether we want to address that, or simply work harder to make data management terminology more mainstream at the college. Mention in the faculty module that there was a difference between on screen words of "records" security vs. "data".
- JJ spoke briefly at the November Administrators meeting to provide awareness about the upcoming training module release and the following survey.
- JJ: Get on agenda for March Administrator meeting to give brief recap of survey.
- Courtney: Write up something for the Administrator meeting to give context to the purpose of the training modules and the survey.

New Employee Rollout Next Steps (Discussion)
Discussed progress in regards to adding information about training videos to NEO's (New Employee Orientation) for new hires and strategies to reach faculty since they do not attend NEO's as such, although they do have other forms of orientation.
- Wesley and/or Shelley will incorporate an introduction into their NEO sections, with the possibility of showing the first training module and then providing information for the other modules.
- Should we go to Chairmoot, CTE Council or other faculty meetings to promote? Can we get invited to one or more faculty mentor sessions each year to present to new full-time faculty?
- Wesley: Follow up with Christa to verify that our plan is ok.
- JJ: Add agenda item to next meeting to determine dependencies for rolling out NEO/new faculty hire outreach (ex. Bookmark with link to DSAC page; module links on website, etc.)

Next Meeting
Date: December 14, 2017
Time: 1:00 – 2:30 pm
Location: HCC 301

Reminder of 2017-18 Goals
Four main goals for the year
1. Rollout of training modules.
2. Improvements and maintenance of the Data Standards Manual (DSM)..
3. Evaluate committee purpose, focus and direction.
4. Storage options for our committee work.