

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	December 12, 2016	Facilitator:	Chris Egertson
Time:	2:00-3:30	Notes:	Kristine Roshau
Place:	LIB221 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)
Decide on delivery method	<ul style="list-style-type: none"> Review possible delivery methods/models for training modules and decide on preferred tool 	20	Kristine Roshau
Outline first training module	<ul style="list-style-type: none"> Write detailed outline (point by point) for first training module: What is Data Management 	40 minutes	Chris Egertson
<ul style="list-style-type: none"> Next Meeting 	<ul style="list-style-type: none"> January 10, 2017 BEC 160 		

WORK IN PROGRESS

Adhoc projects listed below. An updated status on these projects should be documented in the [Adhoc-Ongoing Projects spreadsheet](#). Also, at any time, the responsible DSAC member can request the project be placed on a DSAC agenda for further discussion.

Project	Responsible DSAC Member

NOTES

Delivery Method

Committee members reviewed the pros and cons of different instructional technology and media tools (as identified in the initial planning documents) and determined that the training modules could consist of the following:

- Recorded voice over powerpoint and screen capture
- Compiled with animation elements in Camtasia studio
- Hosted on an external streaming service (either a grant-funded Screencast account or Youtube)
- Displayed publically somewhere on the COCC website

Detailed Outline

Using the Module Goals written in the planning guides, the committee determined that each training module would consist roughly of the following elements:

- An Introduction, including: name and purpose of the module
- Content to support the module's Goals
- An Activity or quiz over Content
- A Review of what was covered in the module, plus DSAC contact info