COCC Data Steward Group Meeting Notes
Wednesday, May 22, 2013
1:00 to 3:00 pm
Board Room, Boyle Education Center

Attendees:
Brynn Pierce, Ed Sea, Jenni Newby, John Armour, Dianne Capozzola, Lisa Bloyer, Jerry Schulz, Laura Boehme, Chris Egertson, Stephen Newcombe, Jason Frost, Ashlee Premo

Welcome & Introductions
Summary of improvements the group would like to see:

- Clean Data
- Data that is easy to understand and access
- Efficiency
- Security
- Cohesive processes, systems and documentation
- Established data standards
- Recognizing data changes effects on other offices

What is Data Stewardship?
(Reviewed article establishing data steward and discussed likes and dislikes)

Likes:

- The word steward, people have forgotten what it means to be a steward of a resource, it gives people a sense of responsibility but it is important to define what the word steward means in regard to data.
- The document references a cross section of individuals that are champions of processes, which will help to get a broader campus buy-in.
- Right now departments are using Banner on their own, which is not cohesive. It is important to create a plan instead of putting a band-aid on data problems.
- Subject matter experts who represent a group of users or a department.
- Start treating our data like an asset instead of an afterthought.
- We should take the time to fix data instead of knowingly reporting incorrect information and stressing the importance of clean data to the campus.
- Action now may help decrease manual clean up in the future.
- Creating a distinction between "stewardship" and "custodianship," IT is responsible for housing the data but does not and should not know what the data means. Departments must own the data.
- Training for stewards will be important

Dislikes or Concerns:
- Do we have enough time and funding for necessary fixes? We may need additional positions, and we do not want to add work to someone who may already be overloaded.
- Who has the authority to make the necessary changes or fixes? It may not be the data stewards.
- COCC does not have a CIO. Who manages data/assets?
- COCC lacking quality of data, how do we address this issue?
- Who is using which data modules and are they secure? Access to discrete data (HR and Student modules) will need to be clarified.
- Initial and ongoing training is important; will we have the necessary funding to implement a training program?

Review Proposal and Group Comments:

What is the role of this group?
The COCC Data Steward Group is not a "governance" committee but an advisory committee.

- Visibility of the Data Steward Group is important for credibility and change at the college level. We need to educate the campus on the big picture. This group will be responsible to bring knowledge and visibility to campus data on a department level.

How do we go about our work?
The majority of our work will be done outside of meetings. We will come together to discuss projects and present suggestions to the E team when necessary. The work team will track all projects brought to the table and all relevant meetings with the E Team.

- The Data Steward Group should plan on setting milestones and celebrating small wins.
- Keep the campus informed of our progress to maintain momentum, awareness and accountability.
- Start by look at low hanging fruit first, and prioritize projects based on need and feasibility.

What is the Data Steward Work Team?
The group will have a work team consisting of: Brynn Pierce, Ed Sea, Chris Mills and Ashlee Premo. This team will assist in preparing for next steps and helping move the group forward with various projects and ideas.

The work team will meet on a weekly basis starting in May and work towards completing take-a-ways, creating a Data Steward webpage and/or an Intranet site for easy to access information.

What is our meeting schedule?
The Data Steward group will meet for two hours, once a month through September of 2013. At that time, we can reevaluate the frequency in which we come together.

A half hour of each meeting will be dedicated to education to explain a data related project or review a training topic/video. We will have access to online Elusion webinars and PowerPoint presentations and will work some of those in to this time slot.

Next Steps:

Ed will send out University of Colorado's Data Standards manual for group review (page 10 specifically discussed Banner responsibilities). We will want to discuss creating such a document at some point.

The work team will assist in defining the title "Data Steward" and send out to the group for feedback.

Group representatives will compile a list of 1-5 potential projects the data steward could address and bring them to our next meeting. This list may consist of large or small projects and short-term or long-term goals.

Discuss the best method for the college to contact this committee for future project requests?

Next Meeting Scheduled: TBD