

CENTRAL OREGON COMMUNITY COLLEGE
Data Governance Committee Meeting Agenda

Date:	Wednesday Dec. 15, 2021	Facilitator:	Denise Hatch
Time:	1:30 pm – 3:00 pm	Notes:	
Place:	Zoom	Agenda Maker:	Work Team (Denise H. and Chris E.)

Attendees:	Chris Egertson, <i>Work Team</i>	Stephen Newcombe, <i>DSM Captain</i>	Guests:
	Krista Leaders, <i>Web Editor</i>	JJ Shew	
	Wade DeBrall	Chris Mills	
	Denise Hatch, <i>Chair, Work team</i>	Laura Boehme, <i>SLT Sponsor</i>	
	Jenna Mattox	Faculty/Instruction, TBD	
	Galit Miller		

Agenda Item	Discussion	Responsible Person(s)
Updates	<ul style="list-style-type: none"> Notes from November GPM update of DGC from Data Stewards Advisory Committee IT position – discrep. in term (automatic vs. 3 years) Notes and agendas on our web page for 2021-2022 	All DH
DGC	<ul style="list-style-type: none"> Book discussion: chapter 8 – Strategy Appendix 1, p. 244 activities as a guide to follow Create “use case” as a group – Course setup 	All
Standing Agenda Items	<ul style="list-style-type: none"> Change Log/DSM – Stephen to send out pages of DSM for review during annual review. 	Stephen
Good of the Order	<ul style="list-style-type: none"> Anything On Your Mind 	All
Next Meeting	<ul style="list-style-type: none"> Jan. 19, 2022 1:30 – 3:00 	Denise

Minutes, November 17, 2021, 1:30

Attending: Chris Egertson, Denise Hatch, Krista Leaders, Jenna Mattox, Wade DeBaal, Chris Mills, Laura Boehme, JJ Shew

Absent: Stephen Newcombe, Galit Millier

<p>Updates</p>	<ul style="list-style-type: none"> Notes from November 	<p>All approved</p>
<p>DGC</p>	<ul style="list-style-type: none"> Vision / Mission / Scope – second draft Web page/Template - to include Mission/Vision/Scope, capturing existing info – work group: Chris E., Jenna, Galit DG Objectives – All agreed with keeping the Objectives as the 3 bullet points in our committee charge and adding a fourth objective of measuring metrics. We added some (not all) activities under the category of each objective as examples. Under the Metrics objective we revisited work already done via a survey from 2015? 2017/18? https://cocc.sharepoint.com/:f/r/committees/data-steward-committee/Shared%20Documents/Subcommittees/Maturity%20Model%20%26%20Metrics?csf=1&web=1&e=wGMKnp All agreed the committee charge should remain as-is and that it is separate from our objectives even though they contain some of the same bullet points. DG definition, vision and mission statements; in September we discussed presenting to the senior leadership in the next couple of months. How do we feel about January? The group felt this was premature and would only raise questions we are not prepared to answer. Book discussion: chapter 8 – Strategy; do we want to use Appendix 1, p. 241 as a checklist or guide to follow? Group does like the idea of using the Appendix 1 as a guide for the activities to follow for the chapter – where it relates to COCC. We will start with chapter 8 and use the activities on p. 244 with the mindset of creating a use case around course setup. Chris mentioned some examples of challenges or issues are the misuse of fields in Banner for purposes other than what they were intended for 	<p>All approved</p> <p>All approved</p> <p>All</p>

	<p>or built for. Long term effects are inability to use the system the way you want or as intended and now have to create a work around.</p> <ul style="list-style-type: none"> • Krista mentioned an example of non-standardized methods of entry causing issues with quality. 	
Standing Agenda Items	<ul style="list-style-type: none"> • Change Log/DSM – Stephen to send out pages of DSM for review during annual review. 	Stephen
Good of the Order	<ul style="list-style-type: none"> • Anything On Your Mind 	All
Next Meeting	<ul style="list-style-type: none"> • Dec. 15, 2021 1:30 – 3:00 	Denise