COCC Data Steward Group Meeting Notes
Tuesday November 12, 2013
10:00 am to 12:00 pm
BEC Board Room

Attendees:

Chris Mills, Chris Egertson, Stephen Newcombe, Lisa Bloyer, Laura Boehme, Michael Fisher, Wesley Dymond, Brynn Pierce, John Armour, Ashlee Sanders and Guest: Matt McCoy

Institutional Perspective – Matt McCoy

As a follow up from President Middleton's visit in October and the recent Board Retreat, Matt was invited to update the group regarding data and the institution.

Matt wanted the group to consider empowered when determining what we want to accomplish, how we operate and how information is presented to the Executive Team.

Factors to consider in our efforts:

- Look at projects from an institutional perspective, not just our individual job descriptions.
- We are hired for our abilities to think (other duties as assigned) and we should use our expertise to help the global perspective.

The college is changing and becoming more data driven:

- The DSAC committee is critical to helping the school to make informed decisions
- Change in leadership may mean we are more heavily reliant on data for decisions
- During these changes the Executive team is open to advice on the direction the DSAC committee thinks the College should head.

Board Retreat:

- Board members want to know how data is being used. Helps to make decisions for the College on all levels (financially, strategically, etc).
- Board members are attending national conferences which are often data focused.
- We need utilize data and be able to confirm our standing to our student success initiatives, achievement compacts and Strategic Plan. We should be able to determine if we are or are not doing well.
- The DSAC team is doing good work and people (the board) are paying attention at the highest level.

How does DSAC want our projects managed?

- Matt suggested that DSAC recommend resources, project leads, project managers, timeframe, etc. to the Executive team for consideration.

- Eventually we may need an institution wide Project Management Office. In the short term, Matt said the Executive team would be willing to consider project managers as options for getting the work done. He understands that we cannot run a marathon every year.

Educational Moment, Homework and Maturity & Adoption Method (Explore) – Brynn

The homework assigned was to insure all were able to login into the DSAC Office 365 SharePoint page. All present confirmed they were able to login.

Explore Phase Summary:

- Think globally with a holistic vision
- Understand and prioritize data governance needs; build a foundation
- Create planning document for implementation; mission, vision and goals – establish success strategies, measures and funding strategies.
- Establish data governance council; authority over data management
- Avoid disillusionment by over promising and under delivering

Macro **data management activities during the Explore phase include the following:**

- Define and distribute data management principles, benefits and policies
- Define data management program key performance indicators (KPI's)
- Establish data management council
- Data management education program
- Data management communication plan

Micro **data management activities during the Explore phase include the following:**
- Data management champions to engage with key projects
- Outline data management process
- Define data standards and policies
- Define data management process
- Key data management compliance checks

How do we become intentional about these things?

How does this connect with our vision?

Committee Feedback:

- It's okay to start small; it's easy to get overwhelmed with such a large project. This is echoed in the Explore phase, "it's not uncommon to have too ambitious targets for data quality improvement.'
- The similar the tasks/recommendations the easier for us to tackle and the easier for others to understand or get on board with.
- The document gives a good industry standard – sometime institutions don't realize what information is out there, so it's good to compare ourselves with other Oracle companies who may be handling data differently.

- How do the activities outlined in the Oracle White Paper fit into what we've already outlined in our Data Management Model (DMM) for COCC? Are they rolling up into our 1st recommendation? Are we even giving them consideration? How should we do them if we are not already addressing them?
  - Prioritizing data governance needs, creating a planning document for implementation and establishing a data management council which are outlined in the approach for Explore – they are not specifically mentioned in our data management model.
  - The DSAC work team will look at aligning the DMM draft with the Oracle White Paper.

Institutional Culture Subcommittee Update – Stephen, Laura and Lisa

The group made minor changes to make the recommendation a little more specific based on our last meeting:

- Proposed a project lead (Laura)
- Added comments referring to the Data Standards Manual in steps 5 and 6 to inform the reader that those steps are unable to be completed until the completion of the manual.

Group Comments:

- Consider adding a project point (Laura) and in the resources include ¼ time spent by a project manager. If the Executive team consistently sees that we're in need of a project manager, they'll be more likely to understand what we're working towards.
  - Showing this project manager idea across multiple recommendations might help to get traction towards the creation of a project management office. We'll have to show that projects can follow a similar process in order to get them done.
- We should be careful and make clear that the project leads are doing these tasks as part of their job and not as part of DSAC, though they may work with DSAC to get the work accomplished.
- Provide a "Plan A" and a "Plan B" option to the Executive team…
  - Plan A: An internal project lead would use X% of their time towards this project (thereby taking them away from their other duties)
  - Plan B: An external project manager would cost $X and take X amount of time to complete the task
- Let the Executive team say no to our recommending an external project manager, it doesn't hurt to ask. We can explain our struggle with finding one internally and how we want to request extra assistance to keep us organized and on track.
  - Do we really need a project manager if that person is just telling us when to show up for meetings?
- Should we add a section to the recommendation for the project management time/cost?
- Are we jumping the gun? We seem to not be able to move forward with certain tasks until the Data Standards Manual is completed. The dictionary almost needs to come 1st.
  - We could/should do an inventory of what systems we already have in place
  - The Institutional Data Stewardship Culture concept and the manual should probably be built at the same time.

- Should we dial back on this recommendation and simply request approval of the definitions 1st and then complete another recommendation for the implementation/communication piece of this request?

The committee has decided to present this recommendation to the Executive team – tentatively set for December 2nd. The DSAC work team will meet with the subcommittee beforehand to make minor revisions.

In discussing the maturity and adaption method from Oracle White Paper -Best Practices in Data Governance, the plan is to include the Data Management Model with other information going to the Executive team. This would include the maturity model (milestone/levels 1-6), possibly language associated with the maturity and adaption method and the phases outlined in the Oracle White Paper (pages 11-13).

Next Steps:

Please plan on meeting with your subcommittees between now and our next DSAC meeting.

The DSAC work team will look at aligning the DMM draft with the Oracle White Paper.

The Institutional Culture Subcommittee will work with the DSAC work team to finalize and prepare a recommendation for Data Stewardship Roles to be presented 12/02/13 to the Executive Committee.

Next Meeting:

Tuesday, December 10th, 2013
Boyle Education Center – Board Room
10am to 12pm