CENTRAL OREGON COMMUNITY COLLEGE

Data Stewardship Advisory Committee Meeting Agenda

Date:	January 9, 2014	Facilitator:	Brynn Pierce and Ed Sea
Time:	2:00-4:00pm	Notes:	Ashlee Sanders
Place:	Boyle Education Center Board Room	Agenda Maker:	Brynn Pierce

Attendees:	John Armour	X	Chris Mills	X	Guests:	
	Pam Beyer	X	Jenni Newby			
	Lisa Bloyer	X	Stephen Newcombe	X		
	Laura Boehme	X	Brynn Pierce	X		
	Dianne Capozzola		Yvonne Ramage			
	Wesley Dymond	X	Ashlee Sanders	X		
	Chris Egertson	X	Jerry Schulz	X		
	Michael Fisher	X	Ed Sea	X		
	Jason Frost	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Educational Moment (15 minutes)	SharePoint Features: • Viewed the new discussion board and how it works. It does allow for alerts. • SharePoint has very strong search capabilities, tested searching for documentation. • Went over how to setup document change/addition notifications. Argos: • Introduced Argos webpage and discussed who this page was primarily built for. Argos Reporting at COCC May consider adding a request for Argos login link to this page at some point.	Ashlee will send out instructions for SharePoint notification setup. Ashlee will add a section on the recommendation template to incorporate the name of the subcommittee and/or the participants. Ashlee will work to clean up dates on documents stored on SharePoint to allow for built version control to do it's job.	Ashlee Sanders, Laura Boehme and Ed Sea

Subcommittee Updates (20 minutes)	Institutional Culture of Data Stewardship Subcommittee met with Matt McCoy on 12/17/13 to go over the recommendation. Suggestions: • Create a glossary • Are we asking this become a priority for the college? If yes, say so. • Use the HR Diversity text in job descriptions as a model for this effort. • Clarify our start date • Include what staff time on the project will cost in dollars. Laura thinks the team can easily implement these suggestions. Suggests future teams go prepare and try to consider the answers to a lot of different questions. Who decides when it's time to go to the E-team? Does the subcommittee need to attendee? Our goal will be to try and set a pattern for the review process moving forward.	Institutional Culture of Data Stewardship team to work on a glossary and re-group to update and prepare recommendation to the E-Team.	Laura Boehme, Lisa Bloyer, Stephen Newcombe & Chris Mills
	Data Standards Manual Has setup a meeting with Matt McCoy February 12th. Currently contacting other schools who have created this document, asking: • How this project was completed • Who completed it (internal/external) • How long did it take • Who maintains the document	Data Standards Manual team will continue working to outline time, expenditures needed for the project in preparation for their meeting with Matt.	Chris Egertson, Michael Fisher, Jason Frost & Ed Sea

	Example, Univ. of Colorado: • 20+ person committee (internal) • Different people maintain different sections • 2 year process from start to publish. Hopes to determine a structure the Data Stewards can use to help create the document. Figuring out how many of these processes we have in place already that might simply be housed on someone's desktop. A list of schools the group is contacting is on SharePoint in the subcommittee Notebook.		
On-Going Projects (30 minutes)	Student Type Maintenance The Student Type is not maintained; Concurrent students are ineligible for Financial Aid but are incorrectly identified as Concurrent. If we pay out and we're wrong, we're liable. Summary of Suggested Solutions: • Create an error report, if the HS date is in the past they shouldn't be concurrent. • Setup an internal validation. • Automatically roll the students to another type after a certain period of time. • Modify the online application to explain self-declaration. • Contact students and ask them Where is the momentum to the change?	Impactful parties to meet and discuss a possible resolution: • Seana Berry • Pam Beyer • Chris Mills • Chris Egertson • Jason Frost	Pam Beyer

Planning Document (45 minutes)	How do we create this document? As a team, work team or subcommittees? How do we link our plan to a visual milestone? Where we are vs. where we want to be. Work team to work on a visual. This document will be included with proposals to the E-Team. Will also be used to help communicate our effort to the college. To consider or include in this documents... How does this make us better? • Better at reporting • Better at making decisions • Better student outcomes • Better financial management	Work team will work to create a visual which documents our goals and achievements.	Brynn Pierce
Next Meeting	**Thursday, February 13, 2014** Boyle Education Center – Board Room 2:00pm to 4:00pm Ongoing Project Topic: HS Graduation Information June 12 Meeting – Cancel formal meeting and schedule an informal 5 pm gathering at the Broken Top Bottle Shop	June 12 meeting rescheduled, notifications went out. Monthly meetings have also been updated from 2 hours to 1.5 hours per meeting.	