# COCC Data Steward Group Meeting Notes
## Tuesday October 8th, 2013
## 10:00 am to 12:00 pm
## **BEC Board Room**

## Attendees:

Chris Mills, Jason Frost, Chris Egertson, Stephen Newcombe, Lisa Bloyer, Ed Sea, Laura Boehme, Pam Beyer, Jenni Newby, Wesley Dymond, Brynn Pierce, John Armour, Ashlee Sanders and Guest: President Jim Middleton

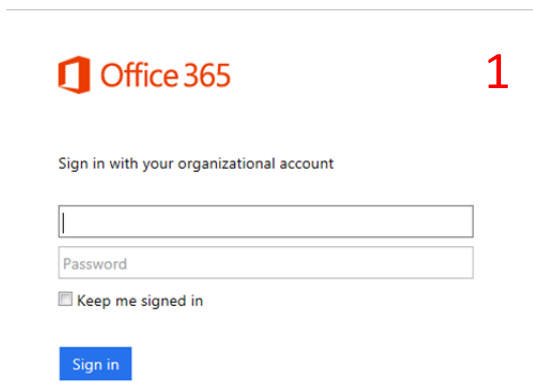Brief update from Jim Middleton regarding the board retreat.

Welcome of our newest member, Wesley Dymond and group introductions.

## Educational Moment, Office 365 – Ashlee/Laura

All meeting agenda, materials, notes, resources and other DSAC documentation will now be listed on the Office 365 Data Steward page. Also included is a list of committee members and scheduled meetings.
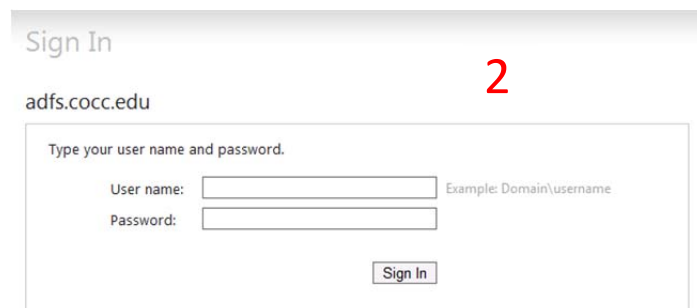
All DSAC members should have access to this information. If you cannot login, please contact Laura Boehme. If you have questions pertaining to content, please contact Ashlee Sanders.

To login to SharePoint (Office 365) for the first time you can either type in the link or follow the steps below:

- http://cocc.sharepoint.com/sitepages/home.aspx
- From the COCC home page (navigate to the ITS web page)
  - o Click the Employee Login
  - o Under Employee Services, Select the Information Technology Services (ITS) link
  - o On the ITS department page, select Technology Services on the left menu
  - o From the Technology Services page, select Office 365 Staff Resources
  - o The link above is listed in the middle of this page.

For the first login page, you can use your COCC email (it won't let you enter a password).

For the second login screen you can use your COCC email address without the @cocc.edu and enter your regular password

## Educational Moment, Oracle White Paper Maturity Model – Brynn

Brynn shared the Oracle White Paper Maturity Model Concept and asked for thoughts in regard to where we're at on this scale.

**Committee Feedback:**

- Most everyone agreed that COCC is somewhere between a 2 and a 3 depending on the department.
- This model would bring great awareness and is a good way to define where we are and where we need to be.
- Processes currently exist but maybe need updating
- COCC is heavily reliant on individuals, nobody owns anything
- This document would be good to show the E-Team our progress
- Would like to include some of the verbiage in our E-Team recommendations.

## Recommendation Template – Brynn

Just a reminder to the group that the recommendations being submitted via the recommendations template will be based on priority points outlined in the DSAC vision and the vision document will be presented with each recommendation. This will assist in helping the institution determine and implement who might do the work being recommended.

## Institutional Culture Subcommittee Update – Stephen, Laura and Lisa

The recommendation draft submitted by the Institutional Culture Subcommittee will be placed on our Office 365 page for everyone's reference.

**Group Comments:**

- HR thinks change to the position description would be fairly easy (especially implementing in new position descriptions.
- For existing positions we might suggest adding the data stewardship responsibilities during the annual review process or reclassification process.
- We'll want to make sure these responsibilities are not seen as extra duties. Managers will need to be trained on the delivery of adding this new information
- Consider bringing in the classified union for discussion beforehand
- Specify what type of training we would include in this recommendation (i.e. for Data Stewards, Data Owners, and Data Users. Is this awareness training or other?)
- Identify a project lead with an explanation why this person would be a good fit…
  - Brynn will chat with Matt about how we go about suggesting someone, or a list of individuals who could take this on.
- Possibly include a subject matter expert  from the subcommittee to be a part of the team fulfilling this work
- Want to be careful that we don't get too specific in this project that we are unable to take action. Focus on the things we can control and explain to the E-team our planned future efforts with Data Users.

This subcommittee will review the suggestions, provide clarity and meet back at our meeting in November.

## Data Standards Manual Subcommittee Update – Jason, Chris and Jenni

The recommendation draft submitted by the Data Standards Manual (DSM) will be placed on our Office 365 page for everyone's reference.

**Group Comments:**
- In the background information section, include liability as a result of no DSM. Things like Financial Aid, FIRPA, etc.
- This recommendation being a multi-step process lists approval of the initial project and approval of the project charter which is high level information. We might also include a step showing the scope of work so the E-Team knows what they're approving.
- Project Lead:
    o Should this person be higher than a Data Steward? Data Owner?
    o Once this project is complete, who owns it, who manages/coordinates changes?
    o Where, or what department does the most data reside? Might this help us find someone to take the lead?
    o Could someone's current position description change while working on this project? Could a department temporarily "donate" someone's time allowing them to focus the DSM?
    o Could we hire a retired employee at an irregular wage to help manage this?
- Could include impacts on the budget, especially if wages are going to be involved we should use a dollar amount.

This subcommittee will review the suggestions, provide clarity and meet back at our meeting in November.

## On-Going Projects Subcommittee Update – Jerry, John, Dianne and Pam

This group is currently vetting all projects submitted by the larger group over the summer. Some of these issues might be resolved now. Other issues they will continue to research and bring projects to the larger group. The goal is that these smaller projects might help us or feed into the larger initiatives (i.e. Data Standards Manual).

## Next Steps:

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

We'd like to start creating a list of data irregularities/liabilities to provide the E-Team or the Board if they ever ask. If you know or come across any, please send them to Ashlee Sanders at asanders2@cocc.edu.

## Next Meeting:

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