CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Notes

Date:	December 10, 2013	Facilitator:	Brynn Pierce and Ed Sea
Time:	10:00-12:00pm	Notes:	Ashlee Sanders
Place:	Boyle Education Center Board Room	Agenda Maker:	Brynn Pierce

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Educational Moment	Internal Grant Opportunity Brynn wanted to make sure everyone was aware of the Internal Grant Program. Dr. Middleton, in collaboration with the Executive Team, has set aside $200,000 from the Innovation Fund to launch this as a pilot program. More information and the application can be found here: http://www.cocc.edu/grants/internal-grants-program/		Brynn Pierce
	SharePoint/Office 365 DSAC Committee is a pilot Group for this system Eventually we will stop using emails to communicate and rely solely on SharePoint. We'll look into trigger	Instead of sending out emails with meeting materials, team will be directed to the SharePoint page	Ed Sea

	communications to notify users of events/documents. Some committees are using Blackboard instead. Laura Boehme said there will be a group that will look at what the best tool/method is for the College – this is a larger discussion that is happening with Ron Paradis as it affects communication efforts. • SharePoint does have document search capabilities that Blackboard does not, and Blackboard might be considered more "Flat." • SharePoint has a workflow feature that is good for form submission but not for anything tied to data.		
Executive Team Update	Data Management Practices at COCC Brynn ran through the document due to changes since our last meeting. There were no questions or changes.		Brynn Pierce
	Debrief on the Discussion with the E-Team Brynn and Ed met with the E-team during their meeting on December 2nd, 2013. With the goals of planting the seed for our future efforts The meeting went well. We could maybe communicate a little better by providing examples of data irregularities, outlining the time taken to correct these irregularities, and defining what our ideal outcome or our "Nirvana" would be. Received some "What Ifs" from the E-Team in regard to the standards manual. What if people don't want to use what is defined in this document or want to use a separate system (maybe aside from Banner)? These procedures or guidelines really should span all systems.	Instead of bringing all recommendations to the E-Team for approval, the subcommittees will meet with Matt first to determine if it needs to go to the E-Team for review, or if it's something we can go ahead and move forward on.	Brynn Pierce

Subcommittee Updates	Institutional Culture of Data Stewardship Quick update on the recommendation for adopting an Institutional Culture of Data Stewardship. Not much has changed aside from formatting, briefly discussed added text to indicate that the group may need E-Team support in implementation.	Next step is for the subcommittee to meet with Matt for review.	Laura Boehme, Lisa Bloyer, Stephen Newcombe & Chris Mills
	Data Standards Manual The group is working to contact schools that have a Standards Manual and quantify the following: • Time • People/Resources • Are they still using it? Why/Why Not? • Is it reasonable to do this work internally? Brynn asked if the Internal Grant might help this process in anyway. • Internal, Innovative Funds money • This could kick start our pre-existing project • We'd have 1 year to use the funds	The group discussed trying to get in contact with these schools within the next two weeks to possibly meet the Internal Grant deadline of January 17th, 2014.	Chris Egertson, Michael Fisher, Jason Frost & Ed Sea
	On-Going Projects The goal is to bring 1 or 2 projects forward per future DSAC meeting. However, some of these projects may resolve themselves. These are now available on SharePoint.		John Armour, Jerry Schulz, Dianne Capozzola, Pam Beyer, Brynn Pierce & Ashlee Sanders
Planning Document	How do we best go about this work? • Group and little fuzzy as to what this document is. • Our timeline to create this document should be short, make it general; don't worry about making it polished during the initial creation.	The work team will bring examples of other planning documents to next months meeting.	Brynn Pierce

	• Come up with ideas on how to measure our success, develop a way to identify improvements to data irregularities. • Come up with ideas on how to measure our success, develop a way to identify improvements to data irregularities. • Important to include a timeline, even if tentative, and a plan for communicating with the College.		
Next Meeting	Thursday January 9th, 2014 Boyle Education Center – Board Room 2:00pm to 4:00pm		