CENTRAL OREGON COMMUNITY COLLEGE

Data Stewardship Advisory Committee Meeting Agenda

Date:	March 13, 2014	**Facilitator:**	Brynn Pierce and Ed Sea
Time:	2:00-3:30pm	**Notes:**	Ashlee Sanders
Place:	Boyle Education Center Board Room	**Agenda Maker:**	Brynn Pierce

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
College Committee/ Work Group Updates (15 minutes)	None	None	
Educational Moment (15 minutes)	Data Security Practices & Procedures	Postponed until April 10 meeting.	Wesley Dymond
Subcommittee Updates (30 minutes)	Institutional Culture of Data Stewardship Brynn and Matt McCoy walked through the newly revised recommendation which can be found in the subcommittee folder on Office 365. Matt was pleased with the revisions and did not think it was necessary for any of the subcommittee members or work team members to attending the E-Team meeting.	Matt will present the recommendation to the E-Team Monday, March 17th.	Laura Boehme, Lisa Bloyer, Stephen Newcombe & Chris Mills

	Data Standards Manual (DSM) Chris provided an update of the recommendation sent to Matt. The team summarized their approach based on a larger more detailed approach. Included information on implementation: • DSM Implementation Team would be created (3-4 people) from our larger DSAC group. • Process would take 14 months to 3 years, staggering the phases with some projects overlapping. Group discussion regarding "College's Capacity for Work?" Should it reflect how we're going to get the work done? Maybe more specific stating the work will occur during a normal work day within identified parties' job descriptions? This subcommittee recently met with Matt McCoy. Overall he was pleased with the recommendation but had some language suggestions: • Add the word "Continue" (continue to support) to the 2nd paragraph as not to imply the E-team does not currently support these efforts. • Change the wording regarding Cost. Group Ideas were Resource Utilization or Resource Allocation but still include a dollar amount. The version sent to Matt as well as all of the attachments listed can be found in the subcommittee folder on Office 365.	Subcommittee will be making the suggested corrections and resubmitting the recommendation to Matt. Target approval: 1st week of April pending member availability	Chris Egertson, Michael Fisher, Jason Frost & Ed Sea
	Maturity Model & Metrics Jerry provided an overview of what this committee is working towards.	Subcommittee will	Jerry Schulz, John Armour,

	• Combination of Oracle Best Practices White Paper and Microsoft Capability Maturity Model Documents. • Working on a 5 level model • Each level will include 3 sections: people, process and technology. • Creating a rubric – which will be minimal for now to get us started, but should also provide us with some goals. The subcommittee met for the first time and divided up work among members last week. More information can be located in the subcommittee folder on Office 365.	meet again March 20th and plans to have additional updates by our next DSAC meeting.	Yvonne Ramage, Wesley Dymond, Brynn Pierce, Ashlee Sanders
Glossary of Data Management Related Terms (15 minutes)	Terms reviewed – See Notebook/DSAC/Glossary • **Data Irregularities:** Discussion around creating two separate definitions to be inclusive of Bad Data versus outlying data. Or changing the wording to "possibly inaccurate" instead of inaccurate or invalid. *Group endorsed as is.* • **Data Stewardship:** Removed the word Business (was Business users). Discussion regarding if security should be included. The group decided that security is implied by the word oversight. *Group endorsed as is.* • **Subject Matter Expert (SME):** Removed the word business (business process). *Sentence reworded and Changes made and endorsed.*	Ashlee to chat with Brynn regarding sending Matt the updated glossary for the E-Team meeting next week.	All
On-Going Projects (15 minutes)	Challenge Course Section – See Notebook/Ongoing		Pam Beyer

Projects/Data Implication Projects

Student Type Update:
- Jason is working with Courtney regarding adding a new student type to capture both Continuing Concurrent Students and New Concurrent Students, right now it is not possible to decipher one from the other.
  - When high school students graduate they move directly to continuing and there is limited opportunity to interact with them as a traditional freshman. These students are not being picked up for Bobcat Orientation or First Time Student Reporting.
- Jason worked with Mike Bowling to change the 1st option for student type in the online application from Concurrent to Transfer.
  - Pam has already seen a drop in the number of "concurrent" students.
- Pam has implemented a procedure to fix the High School graduation date when Financial Aid has received a transcript.

Introduction to Challenge Course Issue: Pam included a handout and explained the issue.

Issue Summary…
- If a student is given the option to challenge a course a new CRN must be created.
- Challenged courses have no seat time.
- According to Federal guidelines no seat time makes students ineligible for financial aid.
  - Example: If a student has 12 credits (4 classes) and challenges 3, they are only considered ¾ time by financial aid standards.

	• There are a maximum amount of credits a student can earn while receiving financial aid
	   o Challenge courses are not being setup as aid ineligible and are therefore not being deducted from the student's credit/fund allotment.
	
	If the Department of Education were to do a program review and found we were aware of this problem and made no effort to correct it, we could lose our Financial Aid eligibility.
	
	Other Discussion…
	• Currently some instructors are stating in their syllabus that the course can be challenged but it's unclear if the new CRN setup is documented anywhere for admins/faculty.
	• Some students register for a course and end up challenging it without our knowledge.
	   o Some grades come in by the end of the term with thousands of others and there is no indication of a challenge.
	   o Some grades get changed months/years after the registered term – unless there is a huge red flag they do not get caught.
	   o If we were taking attendance we would be able to catch more of these occurrences.
	
	In addition, it would be easier to identify these challenged courses if the Instructional Method field was setup to reflect challenged courses.
		Michael and Stephen to discuss Challenge Course issue at Chairmoot in regard to training/communicating with admin/faculty about the appropriate method for Challenge CRN setup
		
		Stephen to schedule meeting with Chris Mills, Chris Egertson and Pam Beyer to discuss modification to the Instructional Method field.	

Next Meeting	**Thursday, April 10, 2014** Boyle Education Center – Board Room		

	2:00pm to 3:30 pm		