

**CENTRAL OREGON COMMUNITY COLLEGE**  
**Data Stewardship Advisory Committee Meeting Agenda**

<b>Date:</b>	Tuesday June 4, 2019	<b>Facilitator:</b>	Chris Mills/Stephen Newcombe
<b>Time:</b>	12:45 pm – 2:30 pm	<b>Place:</b>	Chandler 301

<b>Attendees:</b>	Jacob Agatucci	x	Stephen Newcombe, <i>Chair Elect, Work Team</i>	x	<b>Guests:</b>	
	Erika Carman, <i>Web Editor</i>	x	Rebecca Oprish <i>Work Team</i>	x		
	Wesley Dymond		Brynn Pierce	x		
	Layla Solar, <i>Work Team</i>	x	JJ Shew, <i>DSM Captain</i>	x		
	Adrian Syrell	x	Chris Mills, <i>Chair, Work Team</i>	x		
	Drew Cecchini	x				

<b>Agenda Item</b>	<b>Discussion</b>	<b>Responsible Person(s)</b>
<b>Potluck!</b>	<ul style="list-style-type: none"> <li>Bring food and get ready for some fun!</li> </ul>	All
<b>"No Dirty Data" Award</b>	<ul style="list-style-type: none"> <li>Update on award for the ORG chart</li> <li>Feedback on award announcements</li> </ul>	Drew/Brynn
<b>Committee Membership</b>	<ul style="list-style-type: none"> <li>Committee is set for 2019-20 except for faculty member</li> </ul>	All
<b>Review Goals for 2019-20</b>	<ul style="list-style-type: none"> <li>Will bring copies of draft goals</li> <li>Any additions</li> <li>Prioritization</li> </ul>	Chris
<b>Outstanding Business</b>	<ul style="list-style-type: none"> <li>Anything on your mind, or unfinished business</li> </ul>	All
<b>Upcoming Meetings and Agendas</b>	<ul style="list-style-type: none"> <li>See you next fall!</li> </ul>	

## Meeting Notes

### Taco Bar

A success as usual. Great food and great people. Thank you for the beans Wesley—we know that you were there in spirit! The Chandler location provides a nice getaway and makes it seem more like a party.

### Final signing of DSAC 'No Dirty Data' Awards and planning for presentation.

The committee is excited to roll these out, and the idea has already been well received by the college community. People have called and emailed to support the idea of the award and the 'celebratory' approach, and are eager to nominate other projects.

### Action Items (all have been completed)

- Awards signed for Barry Rogers; Dan Cecchini; JJ Shew; Jessie Matsumura
- Erika will make cookies (thank you Erika!)
- Drew will deliver the awards
- Erika and Chris to present the awards and take a picture
- Brynn and JJ to write up Bobcat Community posting
- Post awards and picture.

### Member Updates for 2019-2020

We will welcome Stephen Newcombe and Adrian Syrell as Chair and Chair Elect. The committee is fully staffed, with the exception of a faculty member. (Jake requested an announcement about the opening from Amy Harper and Chris sent a follow up email.)

### Action items

- Next fall:
  - update the Info Sec role to automatic (Stephen)
  - Increase the non-faculty instructional role from 1 year to 3 years
- Update members on committee matrix for 2019-20 (Chris/Stephen)

### Goal Discussion for 2019-2020

Some of the goals are obvious based on 2018-19 activities. Others are possible, or only in the "idea" phase. It was noted that we frequently come up with ideas, but do not always write them down at the time. It should become a priority to keep a running checklist of these and then at the end of the year they should be reviewed and prioritized.

### Discussed Goals

- Guiding Principles: Decide whether they will remain internal, or if it would be advantageous to do something more formal with them.
- Review next year's strategic plan activities to find ones that DSAC can publicly endorse. Goals: Find ways to gain visibility and which help to make DSAC more mainstream.
- Annual education for committee: Invest time in at least one meeting to provide internal education, or participate in a webinar, etc.

- Build out 'No Dirty Data' awards more fully: Guidelines and submission process for award nominations. Decisions on how to apply Guiding Principles to awards including defining how the award meets a guideline and giving examples when appropriate.
- "Fun" seems to be a key to college engagement
  - Early in the year: Review options for newsletters or other communications
  - Could we have fun with 'tongue in cheek' postings, cartoons, posters, or other imaginative approaches to delivering the data governance message? Example: "Dear DSAC, my department has a dirty data problem"....

Revisit the idea of short-term subgroups to bring back information or recommendations to larger group to gain traction on possible projects or initiatives.

- **Some possible examples:**
  - DSM changes or updates
  - Department checklists for data management self-evaluations
  - Maturity Model changes or use