**Central Oregon Community College**

**Data Stewardship Advisory Committee Meeting Agenda**

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| **Date:** | September 15, 2015 | **Facilitator:** | Laura Boehme |
| **Time:** | 10 am - 12:00pm | **Notes:** | Susan Galecki |
| **Place:** | BEC Boardroom | **Agenda Maker:** | Laura Boehme, Susan Galecki, Chris Egertson, Caren Graham |

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| **Attendees:** | Lisa Bloyer | X | Chris Mills | X | **Guests:** |  |
| Laura Boehme, *Chair, Work Team* | X | Mary Nelson |  |  |  |
| Ron Boldenow |  | Brynn Pierce |  |  |  |
| Wesley Dymond | X | Katie Ritter | X |  |  |
| Chris Egertson, *Chair Elect, Work Team* | X | Ashlee Sanders | X |  |  |
| Michael Fisher |  | Ed Sea | X |   |  |
| Susan Galecki, *Work Team* | X | JJ Shew | x |  |  |
| Caren Graham, *Work Team* | X | Kristine Roshau |  |  |  |
| Shelley Huckins |  | Courtney Whetstine | X |  |  |
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| **Agenda Item** | **Discussion** | **Decision/Action** | **Responsible Person(s)** |
| **Welcome & Housekeeping**(10 minutes) | * Introductions and New faces. Welcomed Courtney who is taking Jason’s position on DSAC. Mary and Kristine were unable to attend.
* Work Team introductions. The purpose of the Work Team is to act as a liason to subcommittees, plan meetings, find speakers and promote awareness of DSAC issues.
* Sharepoint DSAC site.
 | Susan and Laura will confirm Sharepoint access with new members.Susan will create an email with links to review topics for all members. | Laura B. |
| **Summer Retreat Debrief**(15-20 min) | * Chris E. summarized the DSAC retreat and the action items developed by each subcommittee.
* Subcommittee membership was confirmed. Additions and deletions can be found in the Sharepoint Subcommittees folder under “Data Stewardship Subcommittee Assignments.”
 | Chris E. to add his written summary of action items to the document “Data Stewardship Subcommittee Assignments.” | Chris E. |
| **Subcommittee Actions**(20-25 minutes) | * Caren presented an online SurveyMonkey survey the WorkTeam is proposing subcommittee Leads use in reporting the actions of their subcommittees. The survey link will be emailed to Leads the week prior to each meeting. In the survey, the Lead can choose to present at the next meeting or provide a written update in advance.

<https://www.surveymonkey.com/r/DSAC1516>* Ed would like the validation tables printed then prioritized for work through the year.
* The Maturity Model survey is schedule to go out in October or Early November as a baseline for future surveys.
* Institutional Culture of Data Stewardship needs a shorter name.
* Business Intelligence needs to build a case for a BI Solution.
 | All subcommittees are to meet before the next meeting and provide an action plan at the October meeting. | Caren G. |
| **Wrap up**(15 minutes) | * In late August, Laura and Brynn reported on the DSAC to PAT. PAT would like to meet with a DSAC representative twice a year. They are working on understanding DSAC’s mission and importance. Brynn and Laura will keep pushing to make Data Stewardship a priority.
* Dr. Metcalf will put DSAC space in her monthly newsletter. Reminders to meet with subcommittees and complete action plan for October meeting
 | Caren will draft a DSAC item for the next President’s Newsletter that includes notice of the upcoming survey.A list of review topics will be added to the Sharepoint site. | Laura B. |
| **Next Meeting** | * Next meeting: October 27, 2015
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**WORK IN PROGRESS**

Adhoc projects listed below. An updated status on these projects should be documented in the [Adhoc-Ongoing Projects spreadsheet](https://cocc.sharepoint.com/committees/data-steward-committee/_layouts/15/WopiFrame.aspx?sourcedoc=%7b38548C57-257D-4FBE-B8E3-B1ACDB106B60%7d&file=Adhoc-Ongoing%20Projects.xlsx&action=default). Also, at any time, the responsible DSAC member can request the project be placed on a DSAC agenda for further discussion.

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| Project | Responsible DSAC Member |
| None for September meeting |  |
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