

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	April 20, 2015	Facilitator:	Brynn Pierce
Time:	3:30 - 5:00pm	Notes:	Ashlee Sanders
Place:	BEC Boardroom	Agenda Maker:	Brynn Pierce, Ashlee Sanders, Laura Boehme, Wesley Dymond

Attendees:					Guests:	
Lisa Bloyer		Chris Mills	X			
Laura Boehme, <i>Chair-Elect</i>	X	Stephen Newcombe			Ginger Korn	X
Ron Boldenow	X	Brynn Pierce, <i>Chair</i>	X		Susan Galecki	
Wesley Dymond, <i>Work Team</i>	X	Katie Ritter	X			
Chris Egertson	X	Ashlee Sanders, <i>Work Team</i>				
Michael Fisher	X	Ed Sea	X			
Jason Frost		JJ Shew	X			
Caren Graham	X					
Shelley Huckins	X					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (30 minutes)	<p>DSAC Road Show Progress</p> <ul style="list-style-type: none"> No activity to report Brynn & Laura will meet with PAT in July/August <p>Accreditation - Meeting w/ Dr. Humpherys</p> <ul style="list-style-type: none"> Brynn reminded everyone of the NWCCU visit and the DSAC meeting with Dr. Humpherys (one of the two NWCCU visitors) on April 23 at 11 am. DSAC members were encouraged to attend, as their schedules allowed. <p>Develop a 3-year plan for DSAC (narrowing focus)</p> <ul style="list-style-type: none"> Brynn handed out the updated version of the Data Management Practices at COCC – which is also available on the intro page of the Sharepoint folder. It is this document that we will look to revise and update this spring and summer to refresh your memory. 		Brynn

	<p>Elections for 2015-16! Chair-Elect + Work Team member at large</p> <ul style="list-style-type: none"> • DSAC will be holding elections at the May meeting so think about what role you may want to play in the future. 		
<p>College Committee/Work Group Updates (15 minutes)</p>	<p><i>Notes were not taken during this part of the meeting so are not available.</i></p> <ul style="list-style-type: none"> • DSAC – Argos User Group • Grad Tracks Core Group • Instructional Banner Support Group • CIPs Code Work Group • Technology Advisory Committee (TAC) 		<p>All</p>
<p>Subcommittee Updates (30 minutes)</p>	<p><u>Institutional Culture of Data Stewardship</u></p> <ul style="list-style-type: none"> • Laura shared the progress to date. She summarized the key take-aways from in-depth interviews with Financial Aid. • Results are available in the sub-committee folder linked above with the specific results available in the <u>Survey 2014_15 Folders</u> • Laura shared some thoughts on where to take this work next year as it relates to DSAC narrowing the scope. • Discussion followed on how this work will really support the roll out of a Data Standards Manual <p>Data Standards Manual provided a quick update as to where they had progressed and will share next step recommendations and roll-out plan at the May meeting.</p> <p>Shelley provided a great example as to why all this work is important – updating addresses.</p>		<p>Chris Mills, Jason Frost, Wesley Dymond, Chris Egertson</p>

Next Meeting	Thursday, May 21, 2015 BEC Boardroom 2:30 to 4:00 pm		
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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](#). Also, at any time, the responsible DSAC member can request the project be placed on a DSAC agenda for further discussion.

Project	Responsible DSAC Member
Student Type Work Group	Jason Frost
CWE Follow-up	Stephen Newcombe / Chris Egertson
Part-Time Employees – Tracking Multiple Assignments and Hours	JJ Shew