

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	May 21, 2015	Facilitator:	Brynn Pierce
Time:	2:30 - 4:00pm	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		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>	X		
	Michael Fisher		Ed Sea	X		
	Jason Frost	X	JJ Shew	X		
	Caren Graham	X				
	Shelley Huckins	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (15 minutes)	<p>Accreditation Debrief & General Discussion:</p> <ul style="list-style-type: none"> • Dr. Humphries was interested in IE's relationship with faculty, perhaps IE is under-utilized by certain areas of the college, which is something we can work on. • The college seems to be on the right track in comparison to other colleges that Dr. Humphries has seen with similar committees. • Brynn was glad that DSAC was picked out to meet with, it speaks to the importance of data and how the college goes about making it meaningful. • Shirley will be scheduling a debrief meeting with the accreditation committee. <p>This discussion led into how the core theme teams are meeting about indicators, and starting to realize how challenging it is to pull certain information out of Banner. All good discussions.</p>		Brynn

<p>2015-16 DSAC Elections</p>	<p>DSAC Elections for 2015-16: (Effective after our July meeting)</p> <ul style="list-style-type: none"> • Chair: Laura Boehme • Chair-Elect: Chris Egertson • Member at Large: Caren Graham • Support: Susan Galecki 		
<p>Subcommittee Updates (40 minutes)</p>	<p><u>Data Standards Manual</u> The subcommittee would like the DSM reviewed and feedback provided by the go live date, scheduled June 17th, 2015.</p> <p>Chris Mills addressed some previously submitted questions:</p> <ul style="list-style-type: none"> • Invalid Characters - Right now we can still use ` and , and . Within a field. • Data Stewardship Rules - Shelley mentioned that when she reports social security that hyphens are not allowed, and we currently have them listed as okay. • General Person Standards - Red text include tentative text. They are fields we are not currently using, but probably should be. <p>Wesley Dymond addressed the legal section:</p> <ul style="list-style-type: none"> • Legal Issues Landing Page – Should we link this at all to the policy manual? • Classification Standards – Wesley is hoping to start a subcommittee in 2015-16 to tackle some of the access issues we have. • Confidentiality Laws – Covers our legal obligation 		<p>Chris Mills, Jason Frost, Wesley Dymond, Chris Egertson</p>

	<p>Jason Frost discussed address standards and change tracking:</p> <ul style="list-style-type: none"> • Address standards – Info is ready, just needs to be posted. • Address Types and Stewardship – We may want to add a section pertaining to usage, to provide more clarity regarding each address type. • Shared Validation Tables – Started and will grow over time. • Validation Table Changes – Discussed what this might look like, as the table gets larger. We may need to enlist the help of Scott and Barry. <p>Chris Egertson reviewed the annual review and adhoc change processes.</p> <ul style="list-style-type: none"> • Annual Review • Maintenance 		
<p>Wrapping up 2014-15 and planning for 2015-16 (narrowing focus)</p>	<p>June Meeting is cancelled</p> <p>During July’s retreat, we would like to brainstorm on what can/should happen within the next few years. Subcommittee’s will be asked to meet prior to the retreat, evaluate completed tasks and determine what still needs to be worked on for 2015-16.</p>	<p>Subcommittee’s schedule individual meetings. Submit summaries to the work team by July 1.</p>	<p>Brynn Pierce Laura Boehme</p>
<p>Next Meeting</p>	<p>July Retreat – Get Excited!</p>	<p>Sign up for the potluck!</p>	