

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

<b>Date:</b>	July 21, 2015	<b>Facilitator:</b>	Brynn Pierce and Laura Boehme
<b>Time:</b>	9:00 - 12:00pm	<b>Notes:</b>	Ashlee Sanders
<b>Place:</b>	Chandler 301	<b>Agenda Maker:</b>	Brynn Pierce, Ashlee Sanders, Laura Boehme, Wesley Dymond

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
<b>Welcome &amp; Potluck Breakfast</b> (30 minutes)			Brynn Pierce
<b>Icebreaker – What is my role?</b> (30 minutes)	<p>Broke into groups of two to discuss the <a href="#">Data Stewardship Roles</a> and how we fall into the 4 categories.</p> <p>Taking points:</p> <ul style="list-style-type: none"> <li>• Why are roles important?                             <ul style="list-style-type: none"> <li>○ To help identify persons for DSM and other maintenance</li> <li>○ Promote awareness by assigning roles and including responsibility statement in job descriptions.</li> </ul> </li> <li>• Should we consider adding another role to capture groups such as IE or are they custodians?</li> </ul>	Brynn and Laura to meeting with PAT in August, regarding adoption of roles.	Laura Boehme

	<ul style="list-style-type: none"> <li>Sometimes roles are dependent on who you are working with, so assignment is dependent on perspective.</li> </ul>		
<b>BREAK</b>			
<p><b>2014-15 Goals</b> <b>What did we achieve?</b> <b>What work remains?</b> (60 minutes)</p>	<p>Broke out into sub-committees. Each team summarized 2014-15 progress &amp; next steps for 2015-16 and presented to the entire group.</p> <p><b>Maturity Model</b> 2014-15</p> <ul style="list-style-type: none"> <li>Revised maturity model rubric.</li> <li>Created and piloted rubric survey with DSAC group.</li> <li>Revised rubric based on feedback from DSAC group.</li> </ul> <p>2015-16</p> <ul style="list-style-type: none"> <li>Distribute survey to the college via Commlines and awareness of the survey via DSAC roadshows.</li> <li>Use results to establish baseline of college understanding.</li> </ul> <p><b>Institutional Culture</b> 2014-15</p> <ul style="list-style-type: none"> <li>Pilot with Financial Aid to classify roles. Realized this process would have taken forever if implemented campus wide.</li> </ul> <p>2015-16</p> <ul style="list-style-type: none"> <li>Change Name</li> <li>Revise/revisit roles, make clearer and provide examples.</li> <li>Create campus survey to assist in classifying roles.</li> <li>Add statement to job descriptions. <ul style="list-style-type: none"> <li>Maybe general statements, not specific to the person's position.</li> </ul> </li> </ul>		Brynn Pierce

	<ul style="list-style-type: none"> <li>• Keep people in major roles informed and make presence known around campus.</li> </ul> <p><b>Business Intelligence</b> 2014-15</p> <ul style="list-style-type: none"> <li>• Determined need for business case to identify what we have and any gaps.</li> <li>• Some of the systems...             <ul style="list-style-type: none"> <li>○ Lenel to Argos</li> <li>○ Budget Process w/Banner, Access &amp; Excel.</li> <li>○ Blackboard &amp; What do you think</li> <li>○ R25</li> </ul> </li> <li>• Potential Options: Do nothing or implement BI solution</li> </ul> <p>2015-16</p> <ul style="list-style-type: none"> <li>• Formalize the business case</li> </ul> <p><b>Data Standards Manual</b> 2014-15</p> <ul style="list-style-type: none"> <li>• DSM live goes live (in between implementation phases).</li> </ul> <p>2015-16</p> <ul style="list-style-type: none"> <li>• Needs to work on awareness</li> <li>• Validation tables and assigning owners</li> <li>• Changes to GTVSDAX &amp; security changes</li> </ul>		
<p><b>How Mature is COCC?</b> (15 minutes)</p>	<p>Quick discussion regarding the intention of the <a href="#"><b>Maturity Model Rubric.</b></a></p> <ul style="list-style-type: none"> <li>• Different levels or stages to be rated on: Basic, Awareness, Formalized, Standardized, Dynamic</li> <li>• Areas within each stage: People, Process and Technology</li> </ul>		<p>Ashlee Sanders Wesley Dymond</p>

	<p>On the white board, group was asked to rate where we, as a college were when this group started versus where we are now.</p> <p>The vast majority said we have gone from BASIC in the beginning to AWARENESS in our current state, which is a small, but important upward trend.</p>		
<p><b>Develop the 2015-16 and beyond Plan</b> (45 minutes)</p>	<p><b>DSAC 2015-16 and Beyond Plan</b></p> <p>Each member was given three votes (3 stickies labeled 1, 2 &amp; 3). Based on the results, this is what the group agreed to move forward with...</p> <p><b>2015-16</b></p> <ul style="list-style-type: none"> <li>• Data Standards manual awareness             <ul style="list-style-type: none"> <li>○ Could be a constant project, anytime something new added – remind the college about the DSM.</li> <li>○ Build strategy &amp; roll out with examples of content in the DSM manual</li> </ul> </li> <li>• Formalized BI Business Case             <ul style="list-style-type: none"> <li>○ Likely researching current activities only during the next academic year</li> </ul> </li> <li>• Revise &amp; revisit roles and classification to a targeted audience (HR, Admissions, Enrollment Services, etc.)</li> <li>• Maturity Model Survey             <ul style="list-style-type: none"> <li>○ Distribute in late Oct or early Nov.</li> <li>○ Priority #1 due to it being ready to go and its ability to provide a baseline.</li> </ul> </li> </ul> <p><b>Beyond 2015-16</b></p> <ul style="list-style-type: none"> <li>• BI business case</li> <li>• Resurvey maturity model for progress             <ul style="list-style-type: none"> <li>○ Determine where our focus should be and address gaps.</li> </ul> </li> <li>• DSM</li> </ul>		<p>Laura Boehme</p>

	<ul style="list-style-type: none"> <li>○ Get with specific business units to contribute, maintain their assigned sections and complete gap analysis.</li> <li>• Update job descriptions with roles</li> <li>• Re-evaluate committee structure and membership</li> </ul> <p><b>Work Group Ideas:</b></p> <ul style="list-style-type: none"> <li>• Invite Dr. Metcalf to a DSAC meeting.</li> <li>• All DSAC members talk to their groups in department meetings... <ul style="list-style-type: none"> <li>○ Give people the roles in advance so they know what is coming.</li> </ul> </li> <li>• Increase DSAC communications on campus.</li> </ul> <p><b>Data Classification Subcommittee</b> Wesley would like to start working on data security classification.</p> <p>Due to the other projects, the larger group has going, it was decided that Wesley would work on this in his own and provide updates to the DSAC committee.</p>		
<p><b>Next Meeting/2015-16 DSAC</b></p>	<p>September 2015</p>		