CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	May 24, 2016	Facilitator:	Laura Boehme
Time:	1:30 pm – 3:00 pm	Notes:	Susan Galecki
Place:	BEC Boardroom	Agenda Maker:	Laura Boehme, Susan Galecki, Chris Egertson, Caren Graham

Attendees:	Lisa Bloyer	X	Chris Mills	X	Guests:	
	Laura Boehme, *Chair, Work Team*	X	Mary Nelson	-	Brady Hickman	X
	Ron Boldenow	-	Courtney Whetstine	X		
	Wesley Dymond	X	Ed Sea	X		
	Chris Egertson, *Chair Elect, Work Team*	X	JJ Shew	X		
	Michael Fisher	-	Kristine Roshau	X		
	Susan Galecki, *Work Team*	X	Heidi Weaver	-		
	Caren Graham, *Work Team*	X				
	Shelley Huckins					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (15-20 minutes)	- Committee Membership & Charter update Roles and Responsibilities Definitions goes to College Affairs for 2nd reading on 6/2 - JJ was voted in as the Chair-Elect (2016-17) - Brady will be the Financial Aid DSAC rep. - The Work Team (2016-17) for 2016-17 will consist of Chris E, JJ, Caren and Kristine.	JJ suggested a Role between data steward and data user. This will be looked at in 2016-17	Susan G
DSAC 2015-16 Wrap up Activities (60 minutes)	- Reviewed 2015-16 DSAC Summary document that will be presented to PAT on 6/6/16 (Susan) - Activity: What priorities will DSAC work on next year (Caren) & what are next steps (Laura). 5 priorities were ranked with 1 being training in connection with Roles & DSM maintenance, 2=onboarding connection, 3-questionnaire reissue in 2018 or a pilot training sooner.	All members to wear their No Dirty Data shirts to the End of Year Celebration. Be prepared to answer questions about what DSAC is about. In 2016-17 Priority 1 training will start with	Work Team

	• Assess Committee Effectiveness (Chris) – see Sharepoint Notebook. Chris proposed smaller groups for specific tasks but no subcommittees and limiting meetings to 1 hour. JJ felt once a month would keep it in our minds but meetings need to be a working meeting not an update session. The Educational Moment could shift to data problems and awareness issues.	A&R. Small subset of membership will update all definitions in all documents (web, glossary, etc) A DSM key/captain will be assigned each term to review in context of pilot training. The purpose of DSM and how it will be used will be defined.	
Next Meeting	• Next meeting: TBD, Fall 2016		

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