

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	January 22, 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:	
John Armour		Shelley Huckins		Susan Galecki	X
Lisa Bloyer	X	Chris Mills	X		
Laura Boehme, <i>Chair-Elect</i>	X	Stephen Newcombe	X		
Ron Boldenow	X	Brynn Pierce, <i>Chair</i>	X		
Wesley Dymond, <i>Work Team</i>	X	Katie Ritter	X		
Chris Egertson	X	Sean Rule			
Michael Fisher	X	Ashlee Sanders, <i>Work Team</i>	X		
Jason Frost	X	Ed Sea	X		
Caren Graham	X	JJ Shew	X		
Katie Graham					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (15 minutes)	<p>Welcomed new member Ron Boldenow, who is representing Chairmoot on a one-year cycle.</p> <p>Our latest charter & membership updates was taken to College Affairs for a second reading and approved.</p> <p>We have a special upcoming accreditation visit, which prompted a preface statement from the College. Dr. Metcalf has listed DSAC as one of nine key changes in the college since the last visit.</p> <p>Data Management at COCC - Road Show Will consist of 10-15 minute presentations to various committees.</p> <ul style="list-style-type: none"> • Roadshow list spreadsheet • Presentation <p>Future Meetings</p>	<p>Brynn will update presentation</p> <p>Group members participating in roadshow.</p>	<p>Brynn</p>

	<p>We have 4 meetings left in this committee cycle and would like a more formal update from each subcommittee at each one.</p> <ul style="list-style-type: none"> • February – Data Standards Manual • March – Institutional Culture of Data Stewardship • April – Business Intelligence • May – Data Management Maturity Model & Metrics 		
<p>College Committee/ Work Group Updates (15 minutes)</p>	<p>Grad Tracks Core Group Jason stated that the group is still waiting to make the next step, which is implementing “Planner” which allows student to plan their schedule.</p> <p>Instructional Banner Support Group</p> <ul style="list-style-type: none"> • Have been working to identify security groups for Banner and Argos. • Working with MIS to update the websites course schedule • Also working with the science department to determine if splitting lecture and lab courses into two sections instead of one. <p>CIPs Code Work Group The group has created a workflow process and are now cleaning up current CIPs codes; ensuring they are valid and match to what has been reported to the state.</p> <p><u>Academic Master Plan</u> A draft was recently posted to Commlines in hopes of gathering feedback. Feedback can be provided to Brynn or Laura who are both AMP members.</p>	<p>Viewing the new online course schedule format could be an upcoming education moment.</p>	<p>All</p>
<p>Educational Moment (20 minutes)</p>	<p><u>Position Control: An Overview and Project Update</u></p>		<p>JJ Shew</p>

	<p>captured. Affected courses might be CWE and something else.</p> <p>Part-Time Employees – Tracking Multiple Assignments and Hours Still considering options to identify employees that work in multiple positions so that managers can be privy to time/expenses. Per the affordable care act, employees working 30+ are eligible for benefits... we need to be able to track these employees. Webtime might be a solution in the future.</p>		<p>JJ Shew</p>
<p>Subcommittee Updates (15 minutes)</p>	<p>Institutional Culture of Data Stewardship Group surveyed Financial Aid staff about their rolls in using data.</p> <ul style="list-style-type: none"> • Find what data is being used in Banner, and how it is being used. • Look for patterns • Look for potential issues <p>The next step is to compile the data and meet with Kevin Multop and Ashlee Sanders. After that meeting, they will bring the results to the larger DSAC group.</p> <p>Questions may then be refined before scheduling meetings with Enrollment Services.</p> <p>The overall goal of this process is to:</p> <ul style="list-style-type: none"> • Help assign or identify security classifications per position (or assign security profiles). • Add data stewardship related text to job positions where applicable. 		<p>Laura Boehme, Lisa Boyer, Stephen Newcombe, Sean Rule</p>
	<p>Data Standards Manual Group is meeting every two weeks and working on building a draft table of contents with Ed Sea and Barry Rogers.</p>		<p>Chris Mills, Jason Frost, Wesley Dymond, Chris Egertson</p>

	<p>They hope to have 2-4 things up on the web in the near future (naming conventions and address standards. Suggested standards will be brought to the DSAC for review.</p> <p>Topics they are considering:</p> <ul style="list-style-type: none"> • Scope • Longevity • Expectation after initial implementation • Maintenance <p>Team also looking into a program called "Clean Address."</p>		
	<p>Data Management Maturity Model & Metrics No Update</p>		<p>Caren Graham, JJ Shew, Brynn Pierce, Ashlee Sanders</p>
	<p>Business Intelligence Have asked members to provide a process overview/example. Will then determine what we are doing now, what we would like to be doing and quantify that change and determine potential ROI.</p>		<p>Ed Sea, Wesley Dymond, JJ Shew, Chris Egertson, Michael Fisher</p>
<p>Next Meeting</p>	<p>Thursday, February 19, 2015 BEC Board Room 2:30 to 4:00 pm</p>		