CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	February 16, 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:						Guests:	
	Lisa Bloyer	x	Chris Mills	x			
	Laura Boehme, *Chair, Work Team*	x	Mary Nelson	--		Jared Forell	x
	Ron Boldenow	--	Ashlee Sanders	--			
	Wesley Dymond	--	Ed Sea	x			
	Chris Egertson, *Chair Elect, Work Team*	x	JJ Shew	x			
	Michael Fisher	x	Kristine Roshau	x			
	Susan Galecki, *Work Team*	x	Courtney Whetstine	x			
	Caren Graham, *Work Team*	x					
	Shelley Huckins	--					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (10 minutes)	- President's Newsletter Topic - February: Questionnaire - high level results - President's Newsletter Topic - March: special characters - Membership changes – Ashlee Sanders is leaving COCC. With Katy gone there are now two open positions. Now that infrastructure in place for Data Stewardship the committee could be leaner. One suggestion was to make it just data stewards.	Work Team will make a proposal for new membership in 2016-17 that will go to College Affairs after DSAC approval.	Susan G
Educational Moment (15-20 min)	Kristine Roshau - How Banner affects Blackboard	Next meeting will be a review of the data roles questionnaire.	Kristine R.

Subcommittee Actions (20-25 minutes)	Review Actions for: • Business Intelligence Research – had not met due to schedule conflicts but they have 4 scenarios to consider that range from do nothing to full blown data warehouse. • Data Standards – A spreadsheet of DSM page owners was presented and reviewed by the DSAC for changes. • Maturity Model & Metrics & Roles & Responsibilities –Results of questionnaire were summarized with Advisors and Faculty feeling they were data owners. A high level org chart was drafted and can be found in the sub-committee folder. A joint meeting will look at questionnaire results in more depth and bring to DSAC for input on where to go next. Chris M asked if the org chart should be what people think they are or where they should be. No decision was made.	DSAC members are to review their DSM pages for any corrections or necessary updates	Caren G
New Items	• Review Data Irregularities OneNote – Members asked to take a look at the irregularities in Onenote and evaluate what can be done about the items. Question posed on what we want this list to be and what is missing.	Data Irregularity list to be sent to members. Items should be claimed or removed.	Chris E
Wrap up (15 minutes)	• Review upcoming committee plans (Mar, Apr, May) - May to be debrief/dessert potluck; no meeting in June; we only have March and April meetings - are we making the impact we want and what else can we do with the time remaining?	March meeting will have a review of DSM and irregularities. Action items list from last year will be reviewed. Members to keep an eye out for a May retreat location and be prepared to provide a summary of what they want to accomplish next year.	Laura B

Next Meeting	• Next meeting: March 15th, 1:30 pm to 3:00pm in BEC Boardroom		

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