

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Tuesday March 12, 2019	Facilitator:	Chris Mills/Stephen Newcombe
Time:	1:00 pm – 2:30 pm	Notes:	Work Team
Place:	LIB 0221	Agenda Maker:	Chris Mills

Attendees:	Jacob Agatucci		Stephen Newcombe, <i>Chair Elect, Work Team</i>	X	Guests:	
	Erika Carman, <i>Web Editor</i>		Rebecca Oprish <i>Work Team</i>			
	Wesley Dymond		Brynn Pierce	X		
	Layla Solar, <i>Work Team</i>		JJ Shew, <i>DSM Captain</i>	X		
	Adrian Syrell	X	Chris Mills, <i>Chair, Work Team</i>	X		
	Drew Cecchini					

Agenda Item	Discussion	Responsible Person(s)
Data Governance Guiding Principles	<ul style="list-style-type: none"> Discuss adoption of DGI Guiding Principles Next steps for adoption –pursue this year; place as goal for next year? 	All
“No Dirty Data” Award	<ul style="list-style-type: none"> Discussion of how to use Guiding Principles as metrics for awards 	Brynn/Drew
COCC Maturity Model	<ul style="list-style-type: none"> Begin review of current model What should be the purpose of the maturity model and how it should be used (ex. internally vs externally) Should/can we use the Guiding Principles to form the basis of the update model? 	All
Updates on Strategic Planning Goal Work Groups	<ul style="list-style-type: none"> Initiative Assessment Plans Activities identified for Institutional Efficiency 	JJ/Brynn
Standing Agenda Items	<ul style="list-style-type: none"> DSM Change Log and action item review DSM Updates Data issues across the college 	JJ/Erika/All

Meeting Notes

Adoption of DGI goals as COCC data stewardship “guiding principles”

Discussion of whether to adopt the DGI goals, or develop our new ones; how to incorporate principles; what they mean; what next steps might look like.

- DSAC will adopt all of the goals with the understanding that we may focus on a subset of them initially.
- Some members find the explanations/descriptions included in the existing goals wordy or not as clear as they could be.
- Question of what does ‘adopting’ the principles mean in terms of seeking college approval, or gaining mainstream acceptance of the

Action Item: Please send input to cmills@cocc.edu prior to the April meeting for suggestions of any wording changes for the goal descriptions, or if you feel that the current descriptions should be maintained as they are. We will review responses during the April meeting. Please keep in mind that any proposed changes should not change the meaning of the principle.

Here is the link to the goals from the Data Governance Institute: http://www.datagovernance.com/adg_data_governance_goals/

Metrics for evaluation of “No Dirty Data” awards

Brynn and Drew provided a grid using the DGI model that could be used to “score” how well, or in which areas different data initiatives or projects meet guiding principles.

Nominees would not need to meet all principles, but it would be good to point out specific ones that they do meet both as an easy way to quantify the accomplishment and to develop college familiarity with the principles.

Group decided that it would be nice to launch with at least one award this year and chose the online ORG chart developed by HR and ITS as the one to launch with.

April meeting: Decide which principles to highlight with the ORG chart and solidify details about when, where and how to rollout the first award.

Maturity Model Rubric

The discussion of the rubric is on hold for now. The group continues to mull the best use of a rubric and whether (moving forward) it should be viewed as a tool used to gauge maturity from an internal perspective and not used as a measurement for survey responses by the general employee population.

Data Stewards Manual – Annual Maintenance

It is time for the annual maintenance review of the Data Standards Manual.

Action Item: JJ will send out review assignments and instructions for completing the process.

Note: JJ sent this out on Friday March, 29. Please follow the instructions in her email to complete reviews by April 19.

Next meeting:

Tuesday, April 23, 2019

1:00 pm – 2:30 pm in CCC 116