CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	March 15, 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	-	Chris Mills	X		
	Laura Boehme, *Chair, Work Team*	X	Mary Nelson	X	Jared Forell	
	Ron Boldenow	X	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	X		
	Caren Graham, *Work Team*	X				
	Shelley Huckins	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (10 minutes)	• President's Newsletter Topic – invalid characters will be resubmitted. An April submission is needed. • Office 365 folder/file cleanup requested of subcommittee folders • New member – Heidi Weaver		Susan G
Educational Moment (15-20 min)	• DSAC Questionnaire Results (Maturity Model & Roles Responsibilities Subcommittees). JJ presented results from 126 responses representing awareness levels from A (Basic) to E (Dynamic). F was used to represent "I don't know." It was noted that Faculty responses and Technology questions resulted in more "F" answers. Question 7 had the most responses & larges % of Basic ratings. There is confusion between data and content. Question is who's	Recommendations for use of questionnaire data will become recommendations for next year goals and may include partnering training with the DSM Powerpoint Presentation will be	Caren G/Laura B

	data are they answering in the question, Banner or special project data in their own Silo? Faculty feels they are the Owners. Ed asked the implications of someone thinking they are owner and acting as one when not. Discussions around use of questionnaire data included ID areas of improvement & training possibly tailored to specific groups and DSAC working with departments to move them to new level of maturity.	available on Sharepoint.

Concise Roles and Responsibility definitions need to on the web, in all documents and the next questionnaire. | |
| **Subcommittee Actions**
(20-25 minutes) | Subcommittee actions reviewed:
• Business Intelligence Research: subcommittee is shifting towards increasing awareness for business intelligence and no longer working on business case for a data warehouse. Banner XE staffing requirements and lack of funding more of an impact than those pushing for a data warehouse.
Suggestion was to have DSAC Educational Moment include items that are being asked for, more Argos development and training and notice of what isn't working anymore or where something else is needed. Push to use Banner Prep not Production to limit drain on system.
• Data Standards: The core data stewards need to get together and review validation tables. | Laura recommended a BI Resource summary page to explain when to put in a ticket, what is Argos and what is Tableau.
DSAC needs to find out what silos are doing for data standards and compile a list of systems in use. | Chris E |
| **Action Item Follow Up** | • Reviewed status of DSM Excel Worksheet assignments.
• Updates to the OneNote Data Irregularities were received and some items removed.
• Recommendation for 2016-17 Committee Structure will go to College Affairs. Shelly proposed JJ by the HR Banner and Fiscal Services Rep rolled into one. Caren mentioned that guests can always be invited to meetings or assist subcommittees when necessary without | Data stewards will decide what to do with the remaining Data Irregularities.

Laura will recommend to PAT that membership be trimmed from 18 to 11. | Susan G |

	increasing fixed membership. Wesley would like to stay on. Ed and Laura will be off.		
Wrap up (15 minutes)	• Reviewed upcoming committee plans. April with be prep for the May potluck/debriefing and planning for next year.	May wrap up meeting will develop goals for next year. There will be no meeting in June	Laura B
Next Meeting	• Next meeting: April 14th, 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