

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	March 19, 2018	Facilitator:	J.J. Shew
Time:	11:00 pm – 12:00 pm	Notes:	Work Team
Place:	Max Merrill, LIB 221	Agenda Maker:	Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci

Attendees:	Jacob Agatucci, <i>Work Team</i>		Stephen Newcombe	X	Guests:	
	Erika Carman		Rebecca Oprish	X		
	Wesley Dymond, <i>Work Team</i>	X	Brynn Pierce	X		
	Layla Solar		JJ Shew, <i>Chair, Work Team</i>	X		
	Shelley Huckins	X	Courtney Whetstine			
	Chris Mills, <i>Chair Elect, Work Team</i>	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
New Employee Video Rollout	<ul style="list-style-type: none"> Updates on bookmark Updates on faculty sessions 		J.J.
DSM & Change Log Updates	<ul style="list-style-type: none"> Annual DSM Review Update 		Wesley
DSAC 2018 Survey	<ul style="list-style-type: none"> Finalize survey for release 		J.J.
Next Meeting	<ul style="list-style-type: none"> Thursday, April 19, 2018 from 1:00 – 2:30 pm 		

DSAC Meeting Minutes

1. A quick update on the video watch count. The Roles and Responsibilities video is at the top with 308 views (140 new views since its release), What is Data Management in second with 205 and 128 new views, the Staff, Faculty, and Security videos at 41, 19, and 17 respectfully. Stephen did notice that the order the videos launch in YouTube seems to be out of sequence and wondered if there was a way to set that. ACTION: Check with Kristine.
2. Bookmark Update – discussed the current mock-up of the bookmark spec Courtney sent out. The group provided a few suggestions. Wesley will take the changes back to Lora so we can get them in before she gets really busy.
3. New Faculty Orientation – Jake received word from Jim Ellis that we are welcome to present at their April meeting – Friday, April 6th at 11 am – for approximately 20 – 30 minutes. This should give us plenty of time to present what DSAC is and even watch a video. Looking for 1 – 2 reps. Wesley and J.J. were nominated as representatives.
4. DSM & Change Log Updates – Wesley gave an update that he has been updating spacing, spelling, and accessibility issues with the DSAC website due to the website conversion to OmniUpdate. Also, he should have assignments out to everyone for DSM page maintenance this week. As a comment, the owners of the pages, although they may not be on the current committee may still be required to maintenance. Once the assignments go out he will begin looking at the USPS Address Standards change log item.
5. Survey Update – The survey goes out this week and there were suggestions submitted by Brynn we wanted to review. The committee overall felt if we could keep the survey that same with some improvements to a little “word-smithing” as long as it didn’t change the nature of the question, that would be fine. The group also agreed there is need to review the rubric as a whole, probably next year, and as a whole committee as it is important for the committee to understand and be able to explain to the College what we are doing and striving to accomplish. We were able to review the first 4 or 5 questions, but as homework, we need everyone to finish reviewing the suggestions and provide feedback by EOD Tuesday, March 20, 2018.