

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Tuesday April 23, 2019	Facilitator:	Chris Mills/Stephen Newcombe
Time:	1:00 pm – 2:30 pm	Place:	CCC 116

Attendees:	Jacob Agatucci	X	Stephen Newcombe, <i>Chair Elect, Work Team</i>	X	Guests:	
	Erika Carman, <i>Web Editor</i>	X	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	X				

Agenda Item	Discussion	Responsible Person(s)
Data Governance Guiding Principles	<ul style="list-style-type: none"> Finalize edits to wording of Data Governance Guiding Principles Next steps for adoption of principles 	All
“No Dirty Data” Award	<ul style="list-style-type: none"> Review online ORG chart using guiding principles as metrics Plan design and rollout of first award 	Drew/Brynn
Strategic Planning Prioritized Initiatives	<ul style="list-style-type: none"> Previous discussion related to how DSAC related to institutional efficiency Current discussion of whether there is a connection to prioritized activities 	JJ/Brynn
Annual Data Standards Manual Review Update	<ul style="list-style-type: none"> Assigned reviews completed Outstanding items Change approval and implementation 	JJ
COCC Maturity Model	<ul style="list-style-type: none"> Set this aside for the year, or are there actions items to pursue? 	All
Upcoming Meetings and Agendas	<ul style="list-style-type: none"> May 14 at 1:00pm in BEC Boardroom – finish up outstanding business for the year June 4 at 1:00pm in Chandler 301 – potluck and goal setting for 1920 academic year 	

Meeting Notes

Data Governance Guiding Principles

Discussion edits to DGP document

- Decided to make only minimal editing in order to maintain standard data governance.
- Discussed that the intended use of the principles is not for the college at large, but for internal data governance practice.
- Sharing with college audience provides foundational knowledge, and transparency for how data governance practices are carried out.
- Jake was asked to wordsmith the document for language improvement and suggest edits for readability.

Action Item: Jake made edits with tracking to the document in SharePoint and I have attached a copy.

"No Dirty Data" Award

Reviewed draft of first award, copy for accompanying notification, and discussed which principle it most strongly represented by this project.

- COCC Org Chart is chosen and first award recipient: Barry Roger; JJ Shew; Jessie Matsumura
- Drew brought draft print of award and committee approved.
- Brynn provided draft text for announcement and committee provide input for small edits.

Action Item: Brynn and Drew will bring revised documents to next meeting for final approval. Committee will sign awards at that time.

Strategic Planning Prioritized Initiatives

Brynn and JJ provided updates to current initiative action items

- Year 1 focus not directly related to DSAC (more HR)
- Year 2 more likely to resonate with activities, that DSAC could support or possibly act as a 'sponsoring body'.
- Brynn also mentioned that there is an ongoing interest in analyzing committee structure.

Action Item: Jake made edits with tracking to the document in SharePoint and I have attached a copy.

DSM Review - Update

JJ provided state of annual responses and review to date.

- Thank you to folks who have completed their reviews and responded back to JJ.
- Discussion of whether to bring in more systems, or try to make the DSM more generic.
- Some elements are only Banner centric, but since Banner is the central system, it may be important to keep them.

Action Item: All: If you have not already done so, please complete your reviews.

Committee Membership for 2019-20

Quick discussion of membership changes for next year and need to designate a chair elect.

Action Item: Add review and selection of chair elect to May meeting.

Next meeting:

Tuesday, May 14, 2019

1:00 pm – 2:30 pm: BEC Boardroom