

**CENTRAL OREGON COMMUNITY COLLEGE**  
**Data Stewardship Advisory Committee Meeting Agenda**

<b>Date:</b>	April 19, 2018	<b>Facilitator:</b>	J.J. Shew
<b>Time:</b>	1:00 pm – 2:30 pm	<b>Notes:</b>	Work Team
<b>Place:</b>	Health Career Center, HCC 301	<b>Agenda Maker:</b>	Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
<b>New Employee Video Rollout</b>	<ul style="list-style-type: none"> <li>Updates on bookmark</li> <li>Updates on faculty sessions</li> </ul>		J.J.
<b>DSM &amp; Change Log Updates</b>	<ul style="list-style-type: none"> <li>DSM Review</li> <li>Change Log Items</li> </ul>		Wesley
<b>DSAC 2018 Survey</b>	<ul style="list-style-type: none"> <li>Review current results</li> <li>Ways to get more participants</li> </ul>		J.J.
<b>2018-19 Planning</b>	<ul style="list-style-type: none"> <li>Plans for next two DSAC meetings</li> </ul>		J.J.
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>Tuesday, May 15, 2018 from 1:00 – 2:30 pm</li> </ul>		

## DSAC Meeting Minutes

1. An update on the new employee rollout activities. Passed out the new bookmarks that we had created – they look great! Great job work team in getting the design together. Wesley has the box of bookmarks if anyone needs them since he does NEO sessions each week. Wesley and J.J. also attended the New Faculty Orientation on April 6<sup>th</sup>. Wesley shared what DSAC is, shared a little about our website and the DSM site. We watched the Faculty DSAC video and the attendees seemed engaged and asked good questions.
2. Wesley provided an update on the DSM maintenance. He is working on the list of pages (23 pages to review), and will have the list of reviewers to the work team this week and the full assignments out to the whole group next week. Those will go out with a target completion date. One note, Wesley noticed the end of each page was formatted slightly different, so he will be working to format the end of page information for consistency. Some other suggestions Wesley & Brynn raised related to the DSM:
  - a. Work on adding additional content to the DSM, such as information about Blackboard and other systems
  - b. Another idea is to ask departments what other content should be added
  - c. Find out who uses the DSM – possibly perform a usability study; provide teaching opportunities on how to use it more/better (determine what we expect to use it for), and have training manuals refer to it with appropriate.

Chris raised the thought again of what the purpose of the DSM is meant to be – a reference tool or a procedures document. We are all in agreement the DSM was created as a reference document, not a procedures manual. If we are not diligent, it could easily slide into a procedures manual, which is where we may not want to go with it (agreement from group).

Also, should the DSM be on the public facing side or internal? Again, group was in agreement it should be on our internal intranet as it has, or can have, indications of our processes which could invite unwanted attention.

3. 2018 DSAC Survey – the total number of respondents is low – only 26 completed – and we need to increase this number to at least by another 100 to legitimate. Discussion of enticements and incentives ranging from baked goods to arm twisting. Shelley took the action to check with Culinary to see what they are cooking up and if we could get in on it to share as a prize. We discussed how we could do the prize drawing and landed on an entry for each department that had survey takers and we would draw the winner and provide goodies for that department. We determined that depending on the size of the department we would determine the exact prize at the time. A reminder to take the survey will go out next week. Encourage all your peeps to take the survey!! Big kudos to IE and the Humanities departments for having great attendance to taking the survey so far!!
4. The May meeting will be targeted at setting the goals for the next year. We will review the goals we've accomplished this year and set some for the next group. Brynn also suggested she could share the approved Strategic Plan, specifically around Institutional Efficiency as it has relevance to the committee. The June meeting we will plan our social – Taco Bar at Chandler. Thank you Courtney for helping us with the menu idea!