CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Tuesday May 14, 2019	Facilitator:	Chris Mills/Stephen Newcombe
Time:	1:00 pm – 2:30 pm	Place:	BEC Boardroom

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

Agenda Item	Discussion	Responsible Person(s)
Data Governance Guiding Principles	• Review and finalize edits – thank you Jake for taking the lead on this.	All
"No Dirty Data" Award	• Review final drafts for language • Web site language? • Sign awards – plan for delivery and announcements	Drew/Brynn
Committee Membership	• Review membership for 2019-20 • Plan for inviting or soliciting new members • Chair for 2019-20: Stephen; Chair elect for 2020-21	All
DSM Review	• Finalize 2019-20 review • Update plan	JJ
June Agenda	• Potluck • Goal setting • Other?	All
Upcoming Meetings and Agendas	• June 4 at 1:00pm in Chandler 301 – potluck and goal setting for 1920 academic year	

Meeting Notes

Approval of Jake's edits to guiding principles
Asked if any further edits were needed and discussion of next steps.

- Jake's edits are adopted as presented; no edits suggested or needed.
- A supporting document could be ultimately be developed to provide more clarity in defining individual goals.
- Agreed that the goals should have a separate page with link on the committee pages.
- Agreed that the goals should be posted prior to announcing the new award program.

Action Item: Erika will post the principles in preparation for announcement of the award structure. (completed)

Here is the link to the goals as posted: https://www.cocc.edu/committees/data-stewardship/data-governance-principles.aspx

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

Finalizing planning for rollout of first "No Dirty Data" award
Committee discussed logical timing and steps to announcing and presenting the first award this spring. Reviewed supporting documents and signed awards.

- Add principles to website as indicated in item above. (done)
- Draft overview for PAT Members (done)
- Post announcement of award structure and introduction of principles to Bobcat Community
- Presentation, pictures of awardees and treats (chocolate chip cookies).

Action Items:

Brynn: Craft PAT memo for notification of upcoming award. (completed and presented)

Brynn and Chris: Finalize wording of award info "stage setting" and post to Bobcat Community

Drew and Chris: Organize award presentation timing so others can come in person to celebrate

TBD: Post award recognition of ORG chart project to Bobcat Community

Review Committee membership
Reviewed membership for needed adjustments for next year (update attached).

- Erika is cycling off and Krista Leaders will be joining in the non-faculty instructional role.
- Term for non-faculty instructional role should be increased from one to three years.
- Info Sec/ITS membership (Wesley) should become automatic.
- Need a new faculty volunteer for the next term.
- Stephen moves into role as Chair next year.

- Chair Elect for 2019-20 nominations and vote: Adrian Syrell will be Chair Elect for 2019-20 and Chair in 2020-21.

Action Items:

Jake: Contact Amy Harper to solicit new faculty rep.

Committee: Follow through with updating committee term structure next fall.

Initial discussion of goals for next year
Began goal discussions (draft attached) for next year. Will continue at June meeting.

- Full development and rollout of No Dirty Data awards.
- Annual Education for committee. eVisions or another webinar type training was suggested.
- Next steps for Data Principles. GPM? Supporting documentation?
- Get involved with Strategic Plan activities. DSAC endorsement? Could use to illustrate specific principles?
- Short-term subgroups:
  o Develop framework for department assessments
  o Recommend direction for DSM

Action Items:

All: Come ready to discuss goals. Are there items not listed that should be considered?

Potluck and last meeting
Taco Bar it is.

- Tuesday, June 4, 2019
- 12:45 pm – 2:30 pm in Chandler 301
- Chandler has a small kitchenette and can take crockpots or refrigerated items early if that is helpful.
- There is a class in Chandler 301 until 12:30, but it will be available shortly after that.

Action Items:

Stephen and Chris: Send out potluck signup sheet (in circulation)