

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	May 15, 2018	Facilitator:	J.J. Shew
Time:	1:00 pm – 2:30 pm	Notes:	Work Team
Place:	Health Career Center, HCC 301	Agenda Maker:	Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Housekeeping Items	<ul style="list-style-type: none"> New appointments for next year – 4 newbies needed! Potluck (taco bar) sign-up 		J.J.
DSM & Change Log Updates	<ul style="list-style-type: none"> DSM Review Change Log Items 		Wesley
DSAC 2018 Survey	<ul style="list-style-type: none"> Review results Draw our department winner! 		J.J. Shelley
2018-19 Planning	<ul style="list-style-type: none"> Review Current Year Goals – What did we accomplish? Goals for next year 		J.J. Chris
Strategic Planning	<ul style="list-style-type: none"> Provide highlights from the approved strategic plan (time permitting) 		Brynn
Next Meeting	<ul style="list-style-type: none"> Tuesday, June 5, 2018 from 1:00 – 2:30 pm 		

DSAC Meeting Minutes

- 1.** At the end of this year we have 4 committee members rolling off and new appointees needed – 2 instructional members, 1 Fiscal, and 1 from A&R. Erika, Shelley, and Courtney have been tasked to find new committee members. J.J. will follow-up with Jake to see if he would like to stay on, or if he can help me recruit for a new faculty member.
- 2.** The sign-up sheet for the taco bar was handed around for next weeks meeting. A reminder will be sent out that we have moved it to Max Merrill. We will use this meeting to hash out the goals for next year.
- 3.** Wesley is still working on the list of users to send the DSM pages to for testing. He has asked Chris and JJ to review the names on the list and then he will send them out.
- 4.** We spent some time looking at the results of the questionnaire data. We had fewer respondents, but could see some more clear responses that folks feel we are “formalized” for the most part, but there are still some deviations between employee group and some departments. We felt like there were still a lot of “I don’t know” responses, but less than last year. We also agreed that the questionnaire may not always be best vehicle for collecting information about our maturity level. Some discussion about changing the rubric next year, but having the entire committee involved so there is a clearer understanding of how we measure data maturity, and allow the committee members to be more knowledgeable about what we are measuring and why. One of the goals that we didn’t get to this year was to discuss the strategy of DSAC. J.J. had wanted to share notes she had taken from re-reading the Microsoft whitepapers on data governance, and share some webinars that evisions on data governance. This may be something we do in the next year.
- 5.** Drawing for the department winner for survey – Financial Aid!!!
- 6.** Goals – reviewed goals for the year and noted which ones were completed and agreed to roll all remaining goals to the new year except the SharePoint storage goals. The committee felt this felt more like a project than a goal and we can assign some resources next year to review and reorganize our SharePoint side so it is more consistent. Brynn spoke about the approved strategic plan. She feels that DSAC fits nicely as a contributor under the Institutional Efficiency goal, which she and Alicia Moore will be managing. She said over the next 6 months (June – December) they will be looking at each of the initiatives and identifying ways to meet their goals over the next 5 years. There are things DSAC is already discussing and doing that are most likely right in line with the goals of this plan. They are hoping by fall to have a way to solicit feedback to the Strategic team to lend recommendations on how we can meet the goals, and DSAC should be a voice in that feedback.
- 7.** Next session we will finalize the goals for 2018-19 year, hold elections for Chair Elect, DSM Captain, assign Web Editor, and confirm any new members. Also, we will try to identify work team members for next year.