

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	June 5, 2018	Facilitator:	J.J. Shew
Time:	1:00 pm – 2:30 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>	X	Stephen Newcombe	X	Guests:	
	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)
Elections & Membership	<ul style="list-style-type: none"> New appointments for next year – Instruction, A&R, Fiscal Chair Elect, DSM Captain, Web Editor, Work Team 		J.J.
DSM & Change Log Updates	<ul style="list-style-type: none"> DSM Review Change Log Items 		Wesley
2018-19 Goal Planning	<ul style="list-style-type: none"> Goals for next year 		Chris
Next Meeting	<ul style="list-style-type: none"> TBD 		

DSAC Meeting Notes:

1. Taco bar!!
2. Thank you card from Financial Aid for the yummy treats earned for taking the survey (scanned and uploaded to SharePoint)
3. New Assignments!
 - a. There were 3 openings on the committee – Instruction (2), A&R, and Fiscal Services
 - i. Jake and Erika will stay on another year as our Instructional representatives
 - ii. Drew Cecchini will take over for Courtney
 - iii. Adrian will take over for Shelley
 - b. 2018-19 Chair is Chris Mills
 - c. 2018-19 Chair-Elect is Stephen Newcombe
 - d. Work Team members also include Rebecca Oprish and Layla Solar
 - e. 2018-19 DSM Captain is J.J. Shew
 - f. 2018-19 Web Editor is Erika Carmen
4. DSM & Change Log – no updates for the DSM Review and no new change log items
5. 2018-19 Goal Planning
 - a. Chris walked through the goals that were rolled over to the new committee year. They were not listed in any particular order.
Some discussion points:
 - i. Steps or items to stay relevant (marketing to other employees); some ideas included:
 1. Bookmarks on the table at the Fall Retreat
 2. Breakout session at the Fall Retreat, something like “Data and Desserts”; a title and short synopsis needs to be submitted to Ron Paradis. Identify ways to help employees relate to data management.
 3. Celebrate wins, such as with a revolving award to initiatives or projects across the college that promote good data management like the CourseLeaf implementation or Clean Address. Something which worked and keeps us relevant and visible.
 4. DSM – promoting its use (how do we accomplish this?)
 - a. Discussed adding more systems to the DSM to get more traction
 - b. Create a diagram of larger systems on campus and identify how systems “talk” to each other?
 - ii. New goal ideas discussed:
 1. Wesley suggested have people go out (to different departments) and assess where they may have data problems and make recommendations, such as retention guidelines, whether data is insecure, causes of data inaccuracies. This could possibly be done by a work group and function as an audit team to reduce risk at the college and give prioritized recommendations based on risk level. Establish a list of questions that can be asked and then help shine a light on areas of concern, have them make the change, and provides tools to help them.
6. The year-end Shared Governance report was submitted to the committee. The group provided input to what could be improved. One thing mentioned as that we don’t have a budget. Any funds needed, such as for the bookmarks, comes out of the department individual budgets.