CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	October 10, 2018	Facilitator:	Chris Mills
Time:	2:30 pm – 4:00 pm	Notes:	Work Team
Place:	CCC 116	Agenda Maker:	Chris Mills

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome New Members	• Drew Cecchini (replacing Courtney Whetstine) • Adrian Syrell (replacing Shelley Huckins)		All
DSAC Purpose	• Brief bio and background of committee		Chris and Stephen
COCC Strategic Plan	• How does DSAC connect to the 2018-23 Strategic Plan? • Institutional Efficiency		Brynn
Committee Pages	• Introduction to pages and resources		Erika
DSM Captain Role	• Introduction to the SharePoint site • The Change Log • DSM maintenance		JJ
Committee Goals	• Review last year • Discuss current year's goals		All
Next Meeting	• Monday, November 14, 2018 • 9:30 – 11:00 am in the BEC Boardroom		Work Group

Meeting Notes

Welcome New Members
The group took time to welcome new members to the group:

- Drew Cecchini – Admissions and Records (replacing Courtney Whetstine)
- Adrian Syrell – Fiscal Services (replacing Shelley Huckins)

DSAC – Charge and Background of Committee
Reviewed Charge of Committee, discussed member roles and participation expectations.

Key Takeaways:
The primary purpose of the Data Stewardship Advisory Committee (DSAC) is to facilitate a cohesive approach to managing and utilizing data at COCC.

- All employee groups are represented.
- All members are voting members.
- Members are asked to be participatory and make an effort to understand data management.
- Members are encouraged to support data management across the college and especially in their areas of engagement.

COCC Strategic Plan
Brynn gave a great synopsis of the COCC Strategic Plan, the process COCC used through the design and development of the plan and what the current phase working to operationalize the plan. She then talked about where DSAC connects into the goals.

Strategic Plan goals: Student Success; Student Experience; Community Enrichment; Institutional Efficiency
- DSAC primarily aligns with the Institutional Efficiency goal
  - Brynn and Alicia are leads for the IE goal workgroup
  - Erika and JJ are on the workgroup
  - Information and updates from the workgroup could help DSAC better align with the goal and inform future committee direction and priorities.

The Institutional Efficiency goal has four initiatives (listed below). Utilizing information from the workgroup and input from committee members, DSAC could help prioritize work under the initiatives. Prioritization is an important task in a season of sparse resources and funding.

IE-1: Improve practices and structure related to providing a healthy and productive workplace
IE-2: Develop uniform, effective and efficient processes.
IE-3: Define, document, and practice clear operational decision-making.
IE-4: Improve information sharing practices and platforms.

More information about the strategic plan is available here: https://www.cocc.edu/departments/college-planning/strategic-plan.aspx

Committee Web Pages

Erika demonstrated navigation to the committee pages and walked through the various pages and level.

- Chatted a little about organization
- Internet vs Intranet (see DSM under goals)
- Erika posts meeting notes and agendas and maintains the committee web pages
- Erika posted a link to the SharePoint Site: http://cocc.sharepoint.com on the main committee page

DSM Captain and SharePoint Site

JJ gave an overview of the SharePoint site. She introduced the DSM change log and talked about her role as DSM Captain.

- All members: Add proposals for DSM updates, edits or additions to the change log for committee review
- Captain: Track and lead review of DSM Change Log items; Make sure change log status is accurate.
- Captain: Assign pages for annual review to current members according to prior page owners each February.
- ACTION: JJ will continue work begun last year to organize the SharePoint site improve navigation and will make sure that Drew and Adrian have access to the site.

2018-2019 Goals Discussion

Committee Investment – Main Goal

As part of the "maturity model cycle", (see graphic below) we need to reassess the maturity model adopted three years ago. DSAC started with trying to develop and share a basic understanding of data management across the college with a long-term goal of making data management an institutional norm. We have had some success, but with the new Strategic Plan, it feels like an opportune time to circle back and evaluate the effectiveness of our tools and past initiatives to inform future work.

We need to understand the maturity model that DSAC adopted a few years ago.

- The maturity model was selected as a fundamental tool to help gauge current levels of data maturity (basic, standardized, rationalized and dynamic) across core capability areas (people, process, and technology).
- By evaluation of core concepts, and discussion of priorities developed to align with college strategic planning initiatives, DSAC can be an important support mechanism for college goals.
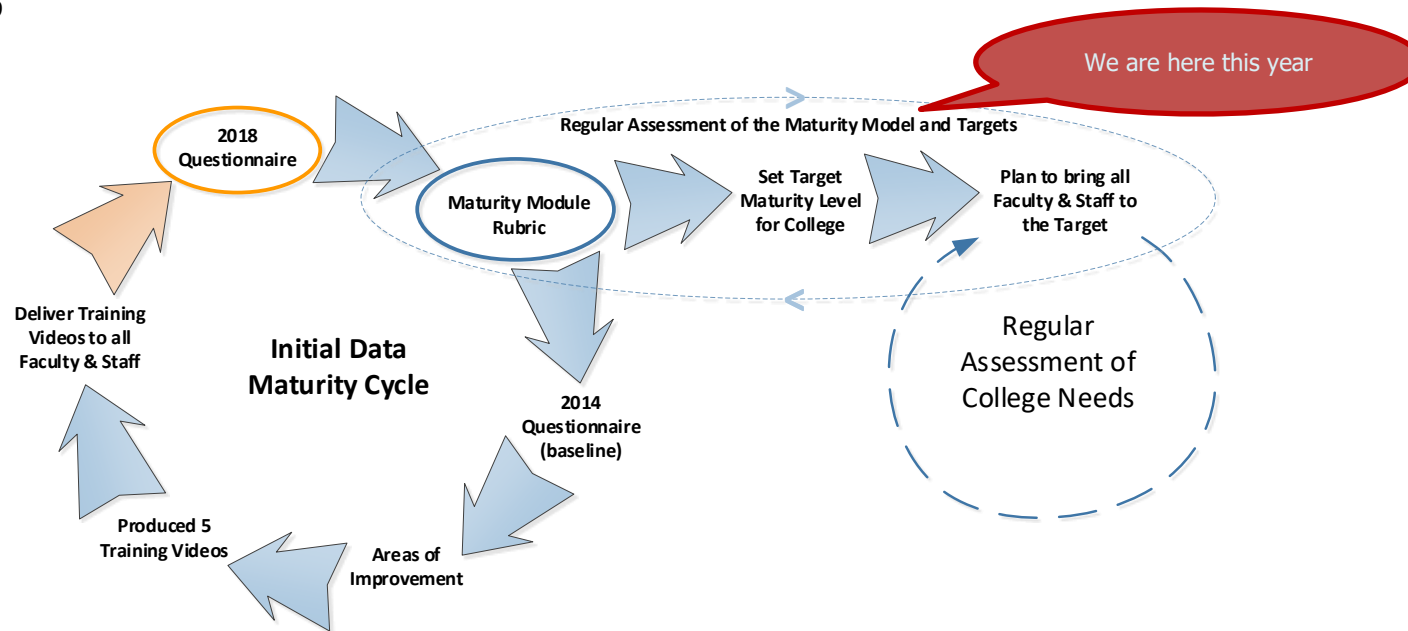
Related questions and comments:

- Are surveys the best source of gauging college data maturity? What are possible other avenues we could utilize?
- The committee has put work into education, training, and materials related to data stewardship, but it is a struggle to standardize adoption of basic data management principles and practical application in daily work.
- How do we provide visibility and relevance for data management across all employee groups?
- How to best balance DSAC's role is as stewards and facilitators (should not own all of the work).

Data Standards Manual

- DSM Manual: Should it move to the Intranet? How would that work with the committee pages that are in the regular internet?
- Some pages need obvious maintenance.
- Should we add new (non-Banner) material? Ideas? Blackboard; diagrams of how different software systems fit together, etc.?
- Some pages seem like they could use better organization or structure.
    - Long menu of links. Are there other alternatives to this?

Next Meeting Prep
Please plan for a deep dive into the Maturity Model by reading the white paper summaries that JJ sent out.
It would be good to visit the SharePoint site to familiarize yourselves with the structure.

Next Meeting Date
Wednesday November 14, 9:30-11:00am in the BEC Boardroom