

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

<b>Date:</b>	October 18, 2017	<b>Facilitator:</b>	J.J. Shew
<b>Time:</b>	10:00 am – 11:30 am	<b>Notes:</b>	Work Team
<b>Place:</b>	Coates Campus Center, CCC 116	<b>Agenda Maker:</b>	Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
<b>Pilot Rollout Status Update</b>	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Final List</li> <li>• Survey Questions</li> </ul>		J.J.
<b>New Employee Rollout</b>	<ul style="list-style-type: none"> <li>• Discuss options available for rollout this year and possible future options</li> </ul>		Chris
<b>DSM Captain Role</b>	<ul style="list-style-type: none"> <li>• Review Maintenance Plan from work group</li> <li>• Main tasks for the role                             <ul style="list-style-type: none"> <li>○ Present Change Log Items each meeting</li> <li>○ Coordinate DSM maintenance</li> </ul> </li> </ul>		Wesley
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• Monday, November 13, 2017 from 10:00 – 11:30 am</li> </ul>		

## Meeting Notes

### Pilot Rollout Status Update

- There are approximately 23 people slated for the pilot; a good mix of positions and departments.
- Add "Still Don't know" or "Unsure" to question #4 in survey about roles.
- Brynn will send out the survey link for the pilot questions. Please review and respond with any needed corrections.
- Week of 10/16: JJ to send advance notification to pilot group to prep them for watching the training modules and completing the brief survey.
- Week of 10/23: JJ will send out link to training modules and survey.
- Plan to review survey results at November meeting.

### New Employee Rollout – Ongoing use of Training Modules (Discussion)

Review of possible methods for introducing new employees to data stewardship via the training modules after the initial rollout.

#### Onboarding Tool

- HR will be reviewing and reworking Onboarding and has requested that nothing further be added in the mean time.
  - Looking to shorten the list and break tasks out over a longer timeframe.

#### Safe Colleges

- Used only for required training, which is generally regulatory.
- Not appropriate for this use.

#### New Employee Orientation (NEO)

- Possible to attain a 15 minute slot, or to incorporate into or between payroll and infosec slots and utilize a break immediately afterwards in the schedule. This seems like the easiest route to choose for now.
- ACTION: Wesley to follow up.
- Question whether this was too much for new hire to assimilate; decided to treat like a tickler; possibly watch one video and hand out a postcard with other links; or send follow up email with links.
- What about faculty, since they do not go through NEO? See "other discussion" below.

#### Blackboard

- Can setup rolling course and house links or other information, but no one liked the idea of yet another login.
- Could require more management; decided not to pursue at this time, but there could be future application.

### Data Standards Manual – Captains Role

Wesley led review of the DSM change log and its use on the DSAC SharePoint site and talked about his role as DSM Captain.

- Chat of whether DSM should be public or on intranet. Committee pages are remaining public at this time. Wait and see once the web site conversion is done.
- Unclear about best practice, or what is allowable use of committee pages as they vary widely.
- Captain: Track and lead review of DSM Change Log items; Make sure change log status is accurate.
- All members: Add items to log as needed (ad hoc changes; new page suggestions etc.; not necessary for trivial spelling corrections etc.
- Interest in a diagram of how different software systems fit together.

- Captain: Assign pages for annual review to current members according to prior page owners each February.
- Discussion of who will update web pages for the DSM. Would like to keep it a current committee member; Erika volunteered for this year.
- ACTION: JJ will add attachment option to change log.
- ACTION: Wesley will update DSM maintenance flow chart and change infosec page out of draft status.

### **Other Discussion: Providing visibility for data stewardship across the college**

This was a spontaneous conversation regarding how to reach various groups, and where DSAC can transfer some of the responsibility to supervisors later. This also pertains to a larger scheduled conversation about committee direction and goals later in the year.

#### General

- Question arose: "How are people encouraged to use the DSM?"
- DSAC's role is as stewards and facilitators (should not own all of the work).
- As data management matures at the college, it is important for DSAC to be vocal about how data management fits into the strategic plan "institutional efficiencies" (complete surveys; show up at meetings, etc.) This is needed in order to gain acceptance and support for future endeavors and to bring data management into the mainstream of college culture.

#### How do we reach Faculty?

- New faculty orientation or teaching academy?
- New full-time faculty mentoring?
- Need to take to ChairMoot/CTE Council first and get approval.

#### What about Administrators?

- Supervisors need awareness; Courtney suggested add data management, or training module information to supervisor training with the hope/expectation that they will incorporate it into department culture.
- Post in Administrator public folder.
- Attend Administrator monthly meeting (JJ will give brief pitch in November).

### **Reminder of 2017-18 Goals**

Four main goals for the year

1. Rollout of training modules.
2. Improvements and maintenance of the Data Standards Manual (DSM)..
3. Evaluate committee purpose, focus and direction.
4. Storage options for our committee work.