CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	October 28, 2016	**Facilitator:**	Chris Egertson
Time:	1:30 pm – 3:00 pm	**Notes:**	Kristine Roshau
Place:	LIB221 Max Merrill	**Agenda Maker:**	Chris Egertson, Caren Graham, JJ Shew, Kristine Roshau

Attendees:	Wesley Dymond		Chris Mills		**Guests:**	
	Chris Egertson, *Chair, Work Team*		Kristine Roshau, *Work Team*			
	Caren Graham, *Work Team*		JJ Shew, *Chair Elect, Work Team*			
	Brady Hickman		Heidi Weaver			
	Shelley Huckins		Courtney Whetstine			

Agenda Item	**Discussion**	**Decision/Action**	**Responsible Person(s)**
Welcome & Updates	• Update on committee status of Instructional Representative • Update on status of irregular wage employees		Chris
Review of new Role	• Presentation of proposed new definition to Data Stewardship Roles and Responsibilities o Action: vote on adoption of new role		JJ

Complete Data Management Training Plan	• Fill out Training Plan worksheets for the 5 modules to identify:
	   o Target Audience
	   o Goals/Take Away Points
	   o Format/Location
	   o Existing Resources
	   o Potential Resources
	• Share examples of existing training materials
			Work team

Review DSM Captain role	• Review role of DSM Captain • Disc: what is expected of the DSM Captain		Wesley
• **Next Meeting**	• November 29th, 2016 1:00PM-3:30PM in LIB221		

NOTES

Updates and September Follow-up Items

Membership

Kristine Roshau has been confirmed as an official Instructional Representative for the 2016-17 year. To fill the second position, Ron Boldenow will be asked to present the subject to Faculty Forum in search of a faculty volunteer to fill the remaining seat.

Irregular Wage Employees

There has been no update from HR about the pay status/process for irregular wage employees. In the meantime, DSAC will work to define the work required for each task related to the planned training modules. This will allow HR and DSAC to identify whether the required work is within the scope of an internal candidate's regular job functions.

It was reported/proposed that if the answer were:
• Yes, then project may proceed as a 'special assignment' outside of work hours, billed at the employees regular wage
• No, then potential employee would negotiate with HR to be billed at a higher rate.

Committee discussion continued on whether this is a fair rate, and if it is being classed correctly, as well as how/if the position would be attractive enough and pay appropriately for the work (compared to rates offered externally).

It was determined that until the scope of the training modules is better defined (action item for November meeting), it is impossible to answer these questions and write an accurate job description. In the meantime, the work team will inquire about Position Description templates.

Review of Roles and Responsibilities

JJ presented on the addition of the 'Power User' role, as well as small modifications made to clarify the existing roles. Discussion followed, where in the following was decided:
- Courtney and JJ will review the language regarding the word 'policy'
- Overlap is expected, but users should classify themselves based on what they do in the majority (90%) of their work

Pending clarifications for policy, the roles will be reviewed once more and voted on officially in the November meeting.

Completion of Training Plan Documents

For each of the proposed five training plans, the group worked together to identify the following for each plan:

- Name of Module
- Intended Audience
- Module Goals/Take-Aways
- Course Format
- Existing Resources
- Potential Resources

The training plan documents have been consolidated and posted to the DSAC Sharepoint site.

Review of DSM Captain Role

Due to time constraints, the review the DSM Captain has been moved to the beginning of the November meeting.