CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Wednesday November 14, 2018	Facilitator:	Chris Mills
Time:	9:30 am – 11:00 am	Notes:	Work Team
Place:	BEC Boardroom	Agenda Maker:	Chris Mills

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
White Paper Review	• Discussion of white papers and overview of data governance • Layout plan for rest of year		JJ, Chris, Stephen
DSAC Purpose	• Brief bio and background of committee		Chris and Stephen
Committee Pages	• Committee pages updates or questions • SharePoint site; change log •		Erika; JJ
Committee Member News	• Committee share of department or other college interaction that is relevant to data stewardship. • Other business: ideas, questions, etc.		All
Next Meeting	• Monday, December 10, 2018 • 10:00 – 11:30 am in CCC 116		Work Group

Meeting Notes

White Paper Review

JJ gave a PowerPoint presentation on the Data Governance model presented in the four Microsoft whitepapers that were used as the foundation for much of DSAC's development. The notion is to get a better understanding of the model, to assist in the progress and growth of the Maturity Rubric. The PowerPoint, summary of white papers and complete whitepapers can be found on the SharePoint site.

DSAC Purpose

2018-19 Meeting Plan:

November – High-level overview of data governance and whitepapers	March – Comprehensive understanding of the Rubric
December – In-depth focus on People capability	April – Refine Rubric
January – In-depth focus on Process capability	May – Identify target level
February – In-depth focus on Technology capability	June – Set goals for next year

Additionally we talked about:

- DSAC conducting self-evaluation
- The desirability of setting multi-year goals i.e. 3-year plan
- Creating a Data Stewardship Policy
- Gaining credibility or executive support in order to be able to (eventually) mature as a committee that might operate somewhat differently than we do today
- Strategy; assessment; risk management
- When subgroups are desirable vs. when topics are better tackled as a large group
- Possible incorporation into Administrative Unit Reviews (AUR) to assist in advancement of capability areas.

Committee Pages

Did not review committee pages, SharePoint or change logs.

Committee Member News

While diving deeper into Data Governance and our maturity model, we need to continue to stay visible in the campus community.

Some ideas offered:

- Present "Stewie" (stewardship) awards to a person, team or department for exhibiting data excellence. Seek nominations from community for future recognition.
- Post monthly tips
- Have community submit questions for advice on data?

Next Meeting
Monday, December 10, 10:00-11:30am in CCC116