CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	December 9, 2015	Facilitator:	Laura Boehme
Time:	2:00pm – 3:30pm	Notes:	Susan Galecki
Place:	Lib 221 – Max Merrill	Agenda Maker:	Laura Boehme, Susan Galecki, Chris Egertson, Caren Graham

Attendees:						Guests:	
	Lisa Bloyer	x	Chris Mills	x			
	Laura Boehme, *Chair, Work Team*	x	Mary Nelson	--			
	Ron Boldenow	x	Katie Ritter	--			
	Wesley Dymond	x	Ashlee Sanders	x			
	Chris Egertson, *Chair Elect, Work Team*	x	Ed Sea	x			
	Michael Fisher	x	JJ Shew	x			
	Susan Galecki, *Work Team*	x	Kristine Roshau	x			
	Caren Graham, *Work Team*	x	Courtney Whetstine	x			
	Shelley Huckins	--					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (10 minutes)	- President's Newsletter Topic – "Garbage In Garbage Out published. Reviewed December submission for January's newsletter, "Invalid Characters" - Membership changes – Katie Ritter has resigned from DSAC due to job change - Link to report data irregularities on the DSM page goes to IE@cocc.edu email that several DSAC members monitor.		Susan G
Educational Moment (15-20 min)	Understanding the data warehouse concept – Chris played a video that showed what we have now are data silos. A data warehouse fixes the problems inherent in our transactional system by storing data from multiple sources, keeping data history, and providing one source of data & logic. "Section Status data issue" Handout		Chris E

	provided is in the Resource Library/Educational Moments folder.		
Subcommittee Actions (20-25 minutes)	Review Actions for: • Business Intelligence Research – will not be making a January capital request but will continue to build a business case Option 1is do nothing, option 2 is an unknown modification to our current system, option 3 is a full blown data warehouse. • Data Standards – Kristine has been working on our page metadata to improve search results. The DSM page no longer takes them to list of committee members, it now goes to the IE email address. DSM Change Log created for proposed changes. Typos will be made when encountered. Sub-committee is working on making DSM items more relatable with examples and new pages then explain data stewardship concepts, roles and responsibilities. They will also add a button to report a data problem that goes to a form. • Maturity Model & Metrics & Roles & Responsibilities – Questionnaire link did not make it into the President's newsletter. Offering a pie from culinary encouraged 77 people to respond. 96 survey-takers so far with the survey ending at the end of the month. Faculty was the largest group responding possibly due to direct email, Administrative 2nd and classified the least. They looked at the training question which received the most responses. One person commented they did not feel comfortable providing their name with survey. Next year names will not be necessary, but title or department may be used. Purpose of survey seemed unclear to some. Laura suggested a	Data Standards sub-committee to go ahead with the 3 draft content pages for the DSM. MM & RR sub-committees will send questionnaire reminder to commlines and have asked Ron for a ZZZ email list reminder. Survey responses will be analyzed in January and possibly by employee type. They will work on process to improve responses for next year's survey and rephrase questions to avoid unfamiliar language.	Caren G

	critical eye on the wording of questions for next round. Questions need to be rephrased to avoid unfamiliar language.		
New Items	• Data Standards Manual content – Courtney looked at adding DSM to A&R department training. Susan will make a quiz or scavenger hunt to make it easier to digest the manual. A&R will pilot the training with possibility of offering it to the larger college. The Data Stewardship Committee page doesn't link correctly to the DSM and vice versa. A self-assessment quiz was suggested for DSM roles. Ed mentioned PCC has Banner Training information that may help us. • Chris Mills reported on a call from another college interested in information on Data Stewardship. They found us via a "Data Stewardship" search. Yeah! They are also looking for a non-credit software and are considering Elevate over FlexReg.	Jared Forell will be invited to next meeting	Courtney W, Chris M, Susan G
Wrap up (15 minutes)	• Action Items o Next submission for President's Newsletter will be Invalid Characters and Kristine will present Educational Moment on how not to interact with Blackboard and Banner.	Caren will draft a February President's newsletter article on the Self-Assessment questionnaire.	Laura B
Next Meeting	• Next meeting: January 19th, 1:30 pm to 3:00pm in Max Merrill		

WORK IN PROGRESS

Adhoc projects listed below. An updated status on these projects should be documented in the Adhoc-Ongoing Projects spreadsheet. Also, at any time, the responsible DSAC member can request the project be placed on a DSAC agenda for further discussion.

Project	Responsible DSAC Member