

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Monday December 10, 2018	Facilitator:	Chris Mills
Time:	10:00 am – 11:30 am	Notes:	Work Team
Place:	CCC 116	Agenda Maker:	Chris Mills

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
General Business	<ul style="list-style-type: none"> Committee pages updates or questions SharePoint site; change log 		JJ, Erika, All
Review People Capability	<ul style="list-style-type: none"> Brief review or questions from last month's white paper overview Understanding the Core Capability of People 		All
Committee Member News	<ul style="list-style-type: none"> Committee share of department or other college interaction that is relevant to data stewardship. Other business: ideas, questions, etc. 		All
Next Meeting	<ul style="list-style-type: none"> Wednesday, January 23, 2019 9:30 – 11:00 am in HCC 301 		Work Group

Meeting Notes

Committee Pages

JJ gave a couple of SharePoint navigation tips and then we discussed pending and new change log items.

Email Address Standards

The email standards need review following single-sign on implementation. Should a reference to the use of the personal email type with SSO and the password manager tool be added?

Action: Stephen will review and bring back recommendations.

Telephone Standards

The current telephone standards are very Banner centric. If the idea of "standards" is to be applicable across different platforms, they should be revised. They are also rather dated in assuming a connection between address and phone "primary" number. Even in Banner, few people enter them this way.

Action: Adrian will review and bring back recommendations.

Data Standards Review and Maintenance

There are broken images on the data standards review and maintenance webpage. The images need to be found and reposted, or a new model used.

Action: Wesley will look for the images. If he does not have them, he will reach out to other resources which may have copies.

Address Standards

Following CLEAN Address implementation, the Address Standards need to be reviewed for possible changes.

Action: Chris and JJ will review and bring back recommendations.

DSM New Page –Rave?

Each year the committee has talked about adding new pages that are not Banner centric. Rave is one example.

This spawned a good discussion of how the DSM should be structured and what the vision for it is.

Discussion points:

- Data Standards should be broad enough to span different systems.
- The DSM is not a "how to" or "user manual".
- If necessary, the DSM could point users towards more specific information.
- It would be good to have resources that show connections and integrations between college systems. Even a list of software including function, who uses it, and showing integration, or dependencies to other technologies.
- Talked about whether it could be appropriate to the technology approval process, or to project implementation processes to provide guidelines or ask questions relevant to data management and security.

Action: Tabled for now. Requires further consideration of the purpose and structure of the DSM.

PowerPoint and Discussion of People Capability from the DGPC Framework

PowerPoint and discussion around the roles that people play in data governance, for privacy, confidentiality and compliance. The whitepaper "people capability" pyramid assisted in visualization of the topic.

Core capabilities defined as the basic competencies needed for effective data governance. Key words mindset, toolset and skillset.

Takeaways:

- People are the most important part of the capability model because they manage the other capability areas (process and technology).
- Executive Management/Senior Leadership is the strategic level (forward thinking) that provides college direction.
- Data Governance committee/council is the tactical level (puts the plan in action).
- Users (workforce and business partners) are the operational level (work under implemented process and technical controls).
- Robust senior leadership that is knowledgeable and engaged to sit on committee, or at minimum actively champion data stewardship, is vital.
 - Risk Management could be a tie-in to data stewardship because of legal liability with data breaches.
- People at different levels are responsible for planning; communication; training; providing structure for data stewardship; monitoring data security and integrity; ensuring compliance from users and other business partners that provide or access institutional data.

Discussed that DSAC may not be a "policy making" group, but could recommend policy to academic or college affairs.

Action: Chris will post the PowerPoint on the SharePoint site. (Done)

Committee Visibility

Further discussion of last meetings ideas around (stewardship) awards to a person, team or department for exhibiting data excellence.

- We could seek nominations from community for future recognition or could originate from within the committee.
- Post monthly tips
- Do they have a name i.e. "Stewie" awards?
- Is the award an object that it passed around, a certificate, or?
- Pictures would be important to promote it to the community. Utilize "No Dirty Data" as theme; picture props, photo frames. Try to make it a little silly or fun to market it.

Actions: Brynn and Drew will brainstorm some ideas and bring back to next meeting.

Erika will send examples of the "punny" curriculum certificates that were personalized to the award recipient. (Done)

Committee Member News/Updates/Issues

AP addresses for former students or employees

Adrian brought up a recent problem that AP had with a vendor accounts payable address for a former student. The address in Banner was different than the address submitted as part of a check request. Jan does not normally update addresses for "820" records, but cannot issue a check with an inaccurate address and did not know how to proceed. This happens occasionally and could involve prior students or employees. In this case, because the identity could not be confirmed, another ID was created for the purpose of issuing the check. Potentially, this was a creation of a duplicate account.

Action: Continue discussion at next meeting. Chris will talk to A&R who generally maintain student addresses to gain their perspective.

Other colleges and data governance

Brynn Talked about the conference that she attended in November. Some schools had matured into formalized data governance, while others are currently advisory committees like DSAC. One idea that seemed engaging was to take issues like the one with AP addresses and schedule a discussion. Invite key stakeholders, but also make it open to other potentially interested parties that may also use addresses, or have related questions to demonstrate the role DSAC plays in resolving data issues. A similar approach could be used for other data topics that the committee wants to highlight to the college community.

Next Meeting

Wednesday, January 23, 2019 from 9:30 – 11:00 am in HCC 301

2018-19 Meeting Plan

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