

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

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|---------------|-------------------------------|----------------------|---|
| Date: | December 14, 2017 | Facilitator: | J.J. Shew |
| Time: | 1:00 pm – 2:30 pm | Notes: | Work Team |
| Place: | Health Career Center, HCC 301 | Agenda Maker: | Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci |

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

| Agenda Item | Discussion | Decision/Action | Responsible Person(s) |
|--|---|-----------------|-----------------------|
| Welcome | <ul style="list-style-type: none"> Bobcat Community Communication Agenda | | J.J. |
| Training Modules – New Employees | <ul style="list-style-type: none"> Action Items from November Work to do! Faculty connection | | Wesley |
| Training Modules – Existing Employees | <ul style="list-style-type: none"> Action Items from November Next steps | | J.J. |
| DSM & Change Log Updates | <ul style="list-style-type: none"> Action Items from November New Items | | Wesley |
| SharePoint Demo | <ul style="list-style-type: none"> Demo of Filter and Grouping of Documents | | J.J. |
| Next Meeting | <ul style="list-style-type: none"> Thursday, January 18, 2018 from 1:00 – 2:30 pm | | |

DSAC Meeting Notes – 12.14.2017

Bobcat Community Communication – Discussed the best timing for sending an update to the College. The last update came from the President's Newsletter in November, and to continue the communication plan of every other month we are due. Courtney felt a communication the first week of term (week of January 8th) would be a good time. The content, we agreed, would include a summary of how the pilot rollout of the training modules went, what to expect in the coming months, and where to find a link to the DSM. ACTION: Develop communication for Bobcat Community for week of January 8th.

Update on Training Module Rollout for New Employees –

- Wesley shared that Christa Gunnell in HR expanded his New Employee Orientation (NEO) timeframe from 15 to 30 minutes to incorporate the DSAC segment. The next NEO was scheduled for 12/18. He would like input on the outlines of what to discuss. We suggested sharing the first training module during the session and then sharing where to find the DSAC home page where they can find the links to the remaining modules, the DSM, and contact information for the current DSAC membership. ACTION: Add training module links to the DSAC website.
- Further discussion about what we would provide to new employees to have them complete the rest of the modules, such as a hand out or bookmark, which has been mentioned previously, or communicating to supervisors to encourage them to complete the modules. A work team of Courtney, Jake, Stephen, and Wesley was formed to create some mock-ups of book mark or hand out designs could be created. Wesley also shared the research he did on pricing the creation of a book mark. ACTION: Work team meet to create mock-ups of bookmark.
- Wesley also suggested he would follow-up with Scott and Barry on creating an alias for the DSAC site on the new OmniUpdate website.
- Additional discussion of how we could reach new faculty.
 - It was recommended to get on the Charimoot agenda, possibly in January to share our rollout plan for both new and existing faculty
 - Check with Jim Ellis about adding a segment to his Mentoring sessions and Matt Novak for Teaching Academy. Jake said he would take this action.

Update on Training Module Rollout for Existing Employees –

- It was suggested we review the training module content against the current survey questions and answers to ensure we are using similar phrasing and terminology. Although the training modules were not developed to directly answer the survey questions, they should provide a base level of information and provide continuity with the rubric, such as ensuring the terms used in the training modules match that of the rubric. We are limited in what we can change in the training modules, and don't want to change the wording of the survey questions/answers too much to change the meaning. Therefore, we may need to adjust the rubric slightly if we find there are inconsistencies. ACTION: Provide the training module transcripts and the survey questions/answers for comparison. Brynn, Erika, and J.J. said they would work closely on this effort, and bring it back to the full group for review.
- We need to develop a communication or "marketing blurb" for each training module that we plan to send out in February (one per week).
- Plan to present at the March Administrator Meeting. ACTION: Courtney and J.J. will sketch and outline of where we started (get some input from Brynn), reminder to watch/have team watch videos that "were released in February" and encourage taking the survey (to be released after the 3/8/18 meeting). Share how we will use the information from the survey (possibly show what we used the last survey results for).

DSM & Change Log Updates –

- The open change log item (Remove the "draft" from the InfoSec page) has been completed.

- Review the open the Address Standards ticket that was submitted by Chris. ACTION: Wesley will follow-up with Chris M. since she wasn't here to present.

SharePoint Demo –

- J.J. shared a demo of how a files in a SharePoint folder view could be redesigned into a SharePoint list.
- The advantages of this include:
 - Adding fields to filter and sort by, such as membership date or document type. When a new document is uploaded, the author fills these fields out and the document is automatically filtered or sorted based on the configuration.
 - Documents all reside in the same location so “moving” them is as easy as changing a field value in the properties of the document instead of cut/paste between folders
 - Viewing documents is quicker and easier as the page doesn't have to reload when you expand/collapse a filter like it does when going in/out of a folder.
- Some concerns about using the new method:
 - Seems it may be challenging for all members to use as not everyone is as well versed in SharePoint functionality
 - Some things may fit better in a folder since there may not always be a way to identify a document type
 - Members are more familiar with the folder structure
 - The effort it would take to move documents into the new structure
- We will revisit changes to SharePoint later in the year. It may take some time to think about how the information is currently stored and how we would want to user to access the information, but it's not our top priority. ACTION: Make sure Layla has access to the DSAC SharePoint site.