Data Stewardship Advisory Committee Meeting Notes

Date:	March 24, 2017	**Facilitator:**	Chris Egertson
Time:	1:30 pm – 3:00 pm	**Notes:**	Kristine Roshau
Place:	LIB 221	**Agenda Maker:**	Chris Egertson, Caren Graham, JJ Shew, Kristine Roshau

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome (5min)	• Welcome and Meeting Overview		Chris
Review "What are Data Management Roles and Responsibilities" video (45 min)	• Any edits/additions/clarifications/graphics changes etc. Link: https://www.screencast.com/t/tNtSmQLiVAtv		Kristine
Work on content for modules 3-4 (40 min)	• Work through content of each module and provide examples, definitions, ideas so Kristine can work on developing.		All
• **Next Meeting**	• Friday, April 28; 1:30-3:00 - LIB 221		

Notes

Update and review of "Roles and Responsibilities"

Committee reviewed the initial take/script of the second training module "Data Management Roles and Responsibilities". Suggested revisions included consolidating slides so that examples immediately follow definitions. The committee also spent considerable time reviewing the language of each role's definition, considerably simplifying the language to be recognizable to new employees.

Outline Modules Three and Four

The work teams for trainings three and four presented their outlines and examples for the faculty and staff centric modules. (Outlines are located in the DSAC Notebook on Sharepoint). Discussions centered around whether the examples given would be actions or duties of the staff/faculty that involve an element of Data Management, or examples of how staff/faculty actions ensure data integrity.

The committee decided to keep the examples centered on actions and duties.

Action Items

The work teams will meet on April 14th to further discuss and refine examples for Modules three and four.

Kristine will apply the feedback on Module Two and send a revised version to the committee for final review before the next meeting.