CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	August 14, 2014	Facilitator:	Brynn Pierce
Time:	2:00-3:30pm	Notes:	Ashlee Sanders
Place:	BEC Boardroom	Agenda Maker:	Brynn Pierce, Ashlee Sanders, Laura Boehme, Wesley Dymond

Attendees:	John Armour		Chris Mills	X	Guests:	
	Lisa Bloyer	X	Stephen Newcombe	X		
	Laura Boehme		Brynn Pierce	X		
	Wesley Dymond	X	Sean Rule			
	Chris Egertson	X	Ashlee Sanders	X		
	Michael Fisher	X	Ed Sea			
	Jason Frost		JJ Shew	X		
	Caren Graham	X				
	Shelley Huckins					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
College Committee/ Work Group Updates (10 minutes)	**Challenge Course Section Follow-up** • Pam Beyer went to chairmoot in the spring to stress the importance of following certain guidelines when entering challenge courses. Stephen said instruction might send faculty a reminder at the start of fall term. • Right now, instruction cannot easily see the attendance method field but they can see the instruction method field, so they are considering moving the challenge indicator from one field to the other. • Once decided and implemented, the Department Administrative Assistant manual will be updated and notice of the change circulated. **Argos User Group** • Chris Egertson is updating various groups		All

around campus regarding the enrollment report transition plan from the IE office.

- Stephen stated that people are asking for training around Argos and he was hoping Chris Mills would do mini workshops to show certain reports and how to use them. Looking to do this sometime late fall term.
- Group discussed who should get access and to what folders. Stephen suggested putting this on the upcoming Instructional Dean team meeting agenda.
- Wesley suggested going to the vendor regarding best practices.

Grad Tracks Core Group
Chris Mills shared that the College is still looking to move from Grad Tracks Planner 4.1.1 to 4.1.4

Technology Advisory Committee (TAC)
- Project matrix has been well received by most.
- Laura is generalizing the project request form for the DSAC team and possibly others in the College community to use.

Academic Master Planning Team
Work on hold for the summer. Plan will be completed by June 2015 and be a 2015-18 master plan.

The College Planning Team had their retreat 8/13/14 to determine how to best coordinate the planning activity at the college.
- An item discussed at the retreat was, who has the authority to make decisions? The idea of different decision making levels (1-4) was discussed.
  - It would be good to know what level DSAC is and if it is committee or project based.

Educational Moment
(20 minutes)
	DSAC SharePoint Site – Organization & Use
	• Ashlee briefly clicked through the site as a refresher on where items are saved.
	• Discussed that the glossary had moved from OneNote back to an Excel file for ease of use. We also added a section called "keyword" which will act as a point of reference for the reader and may or may not be project specific.
	
	Data Request Form
	Brynn showed the "new" Data Request Form that is available on the COCC website.
	• A centralized form with the goal of…
	    ○ Making it easier for the end user to know how to request information.
	    ○ Allowing the College to determine which department should be handling certain requests.
	• IE and Admissions and Records are starting to redirect people to this form instead of fulfilling requests via email.
	    ○ After the user completes the form, the form gatekeeper will enter it into the Data Request Banner Forum for routing and tracking.
	• We hope to post an announcement to commlines in the fall.
		Ashlee to make a few changes around the discussion forum section.	Ashlee Sanders
			
			Brynn Pierce

On-Going Projects (10 minutes)	**Co-Op Work Experience Courses – Flagging** • CWE courses are flagged for reporting purposes (State Reporting and Cost by CRN reports) • There are numerous inconsistencies,	Stephen has an approach and has discussed this with the Banner Support Group. He plans to take the idea to the Instructional	Chris Egertson

	sometimes one of the following is flagged, sometime multiple but not clear rule on what is correct ([Chris provided an example](#))…
	   ○ Attendance Method: C
	   ○ Schedule Method: CWE
	   ○ Title is sometimes: CWE, Practicum, Internship, Co-op…
	• We believe inconsistency is taking place at the section set-up level which is housed with the department Administrative Assistants.
		Deans and update the DSAC in a couple of weeks.	

Data Warehouse
(30 minutes)
	[Let's Get To Know a Data Warehouse!](#) (click for presentation)
	
	Chris Egertson and Chris Mills provided an introduction or high level explanation as to what a Data Warehouse is and believe we will need to continue this conversation as we get further into certain projects.
	
	Important take aways:
	• Two parts to a data warehouse:
	   ○ Operational Data Store (ODS): Continually refreshed data but not frozen. This would be able to link Banner to Degree Works, Blackboard and R25 and be complete without implementing the EDW.
	   ○ Enterprise Data Warehouse (EDW): Is a system used for reporting and data analysis that creates a repository of data used for creating trending or longitudinal reports.
	• Banner is a transactional database, not a data warehouse.
	• Argos is a reporting tool, not a data warehouse
	• A data warehouse is not easy to implement; it will be a lot of work, expensive and likely require another database administrator.
			Chris Mills, Chris Egertson (input from Ed Sea)

	Lane Community College is in the process of implementing something similar and it might be a good idea to utilize them as a resource moving forward.		
This meeting went over and we were not able to cover any of the items below…			
Subcommittee Updates (30 minutes)	Data Warehouse – Establish a Subcommittee		TBD
	Data Management Maturity Model & Metrics		Caren Graham, JJ Shew, Brynn Pierce, Ashlee Sanders
	Data Standards Manual		Chris Egertson, Jason Frost, Wesley Dymond and Chris Mills
	Institutional Culture of Data Stewardship		Laura Boehme, Lisa Bloyer, Stephen Newcombe & Sean Rule
Glossary of Data Management Related Terms (10 minutes)	Terms to be reviewed: Click Documents/Resource Library/Glossary • Data Assets • Data Classification • Data Dictionary • Data Integrity		All
Next Meeting	**Thursday, September 11, 2014** BEC Board Room 2:00 to 3:30 pm		