

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	September 18, 2017	Facilitator:	J.J. Shew
Time:	10:00 am – 11:30 am	Notes:	Work Team
Place:	Max Merrill, Library 221	Agenda Maker:	Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci

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

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome	<ul style="list-style-type: none"> Welcome Back New Members, Work Team Members Meeting structure President’s Newsletter 		J.J.
2017-18 Committee Goals	<ul style="list-style-type: none"> Promote DSAC education / Training Modules & Survey DSM improvements & maintenance / DSM Captain role Evaluate DSAC storage and sharing options Evaluate a strategy for DSAC 		All
Rollout of Training Modules Discussion	<ul style="list-style-type: none"> Pilot rollout Discuss options for rolling out training modules to existing employees <ul style="list-style-type: none"> Phased rollout, or All at once 		All
Next Meeting	<ul style="list-style-type: none"> Wednesday, October 18, 2017 from 10:00 – 11:30 am 		

Meeting Notes

Welcome

- Introduced new members
- Talked about SharePoint access – JJ to double-check access and send out links.
- Walked through overview of meeting plans and design for the year. Talked about purpose of work team.
- Noted some members had not seen training modules – JJ to send out links.
- Discussed dynamics of subgroups vs larger group – agreed that subgroups are sometimes useful, but foresee this year as mostly large group with specific short-term assignments to move things forward to set up next steps, or next meeting.
- Talked about desire to keep DSAC visible to the college community by publishing to newsletters, Bobcat Community etc. at least every other month.

2017-18 Goals

Four main goals for the year; brief overview of the goals and what they entail.

1. Rollout of training modules. Discussed rolling out the training modules created last year to a pilot group in the fall before the whole College in the spring. Part of the goal this year is also to identify the best way to share the trainings with new employees, e.g. employee onboarding. Is it appropriate to have all employees view the training modules?
2. Improvements and maintenance of the Data Standards Manual (DSM). We had a brief discussion about the DSM and ideas brought forward in the past. Wesley volunteered to be DSM Captain for the year. The role of the DSM Captain will be discussed in a future meeting, including clarification around who makes the actual web changes.
3. Evaluate committee purpose, focus and direction. Who are we and where are we going. This will include discussions on the data maturity model and identifying what our target is for the College, and how we as a committee work to get the College there. We will also revisit the guiding principles from when the committee formed to see if we are still on track.
4. Storage options for our committee work. Is SharePoint the tool we want to keep to house committee documentation? If so, can we make the site more user friendly? It is can be frustratingly hard to find things.

Rollout of Training Modules (Discussion)

The committee agreed using a cross-section of employees at the College would be more effective and provide better feedback. We will also incorporate new committee members who have not seen the modules yet.

Pilot details include:

- Develop a short survey for the pilot group made up of questions from the existing survey – one from each section, and one to self-identifying of roles. Brynn suggested comparing the terminology in the modules against the survey questions. Brynn and JJ will work on the survey questions for the pilot group. All survey questions will be sent to committee members to allow them to help with comparisons.
- Collate a list of pilot participants, approximately 10 - 15 (some names suggested; email the final suggestions to Chris Mills).
- Give the pilot group about a week to complete the modules and the "mini-survey".
- Suggested sending an initial communication to pilot group the week of Oct 16th, and then send module links and survey to pilot group about a week later (week of October 23rd after tuition deadline).
- Discuss results at November meeting.

Other Discussions

- How to rollout to larger group—all at once or incrementally.
- It would be fun to do something like a 'DSAC or Data Month', possibly in February and release a module or two each week with highlights about the module before each release. Jake suggested presenting a real-life example to each module as we roll them out.
- Suggestions on how we could promote the training modules, and DSAC in general:
 - Reintroduce "PACE" type of self-awarding; 'pass it on' award to recognize Data Heroes.
 - "DSAC - We make data fun"
 - Have F'n'A write a DSAC theme song for us
 - Pirates (under the helm of our DSM Captain) – "Arrrgh, no daarrghy data"
 - Include the Bobcat in some of the promos