

CENTRAL OREGON COMMUNITY COLLEGE

Data Stewardship Advisory Committee Meeting Agenda

Date:	May 8, 2014	Facilitator:	Brynn Pierce and Ed Sea
Time:	2:00-3:30pm	Notes:	Ashlee Sanders
Place:	Boyle Education Center Board Room	Agenda Maker:	Brynn Pierce

Attendees:	John Armour		Jenni Newby (on break)		Guests:	
	Pam Beyer	X	Stephen Newcombe	X		
	Lisa Bloyer	X	Brynn Pierce	X		
	Laura Boehme	X	Yvonne Ramage			
	Wesley Dymond	X	Sean Rule			
	Chris Egertson	X	Ashlee Sanders	X		
	Michael Fisher		Jerry Schulz	X		
	Jason Frost		Ed Sea			
	Chris Mills					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
College Committee/ Work Group Updates (10 minutes)	<p><u>Challenge Course Section Follow-up</u> Pam attended Chairmoot and the proposed changes were well received. Stephen will follow up to see if there is an actual list of challengeable courses. Chris Mills and Stephen are working to update codes by Fall 2014 (<i>maybe</i> Summer depending on how it goes).</p> <p><u>Student Type Work Group</u> There is still some discussion regarding concurrent student types but no new information at this time.</p> <p><u>Argos User Group</u> Chris Egertson and Ashlee showed their newly developed Argos reports to the group this week and plan to bring them to DSAC in August as an educational moment. The group has also started implementing a naming convention for datablocks.</p>		All

	<p>Technology Advisory Committee (TAC) Group is working on prioritization processes for campus technology projects. The goal is to create a portfolio of the work on campus. Dan Cecchini will be coming to our July meeting to share the process.</p>		
<p>Educational Moment (20 minutes)</p>	<p>Budget Overview</p> <p>Lisa provided a handout which included a brief description on the budget, the budget request form and the 2014-15 budget calendar.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Fiscal year is July 1 through June 30th • Dave Dona creates a 5 year forecast each year starting in the Fall and considers the following: <ul style="list-style-type: none"> ○ FTE and Enrollment ○ Property Taxes ○ Salaries ○ Insurance/PERS • The budget process starts in November for the next fiscal year starting in July. <ul style="list-style-type: none"> ○ Departments and committees should plan and prepare budget proposals prior to November, so plan a year or more in advance. • Requests are submitted using the budget request form which helps to estimate costs for the proposal. They then go to the E-Team for approval, and then added to the department's budget. 	<p>Lisa will work with Sally Sorenson/HR Director and Laura in regard to developing opportunity costs. Lisa will bring her findings back to the committee.</p>	<p>Lisa Bloyer</p>
<p>Volunteers/Nominations 2014-15 (5 minutes)</p>	<p>Chair, Chair-Elect, Work-Team Member at Large nominations...</p> <p>It was suggested that an email go out to the group to suggest nominations, vote or take volunteers because it's hard to do on the spot. Those not interested in</p>	<p>Brynn to email the group regarding nominations.</p>	<p>All</p>

	being considered should notify Brynn. Also included in this email will be an explanation of DSAC work-team roles.		
DSAC Committee Structure & Responsibilities (5 min)	<p>DSAC Structure & Responsibilities</p> <p>All new members will start on a 3 year term to assist in staggering.</p> <p>Changes made in regard to structure...</p> <ul style="list-style-type: none"> • Lisa's position in Fiscal should be an automatic appointment • HR will have a reserved space similar to Fiscal, currently nobody is assigned. • Wesley's InfoSec position should be automatic appointment • MIS and Infrastructure will remain on cyclical terms of 2 years • Add an Instructional Technology Position to include a Blackboard representative (maybe replacing an Instruction/Credit position) • Change Community Learning to Continuing Education • Drop down to one representative from Institutional Effectiveness (in addition to Resource Support) after 2014-15 	<p>Sean to ask faculty forum about a chair position participating within this committee</p> <p>Brynn to contact HR regarding need for HR representative on DSAC – let them decide if the Banner module position is sufficient.</p> <p>Brynn to talk to the Deans regarding the Instructional related positions.</p>	Brynn Pierce
Subcommittee Updates (30 minutes)	<p>Institutional Culture of Data Stewardship See latest Recommendation</p> <p>The E-Team discussed the recommendation and thought it might still be too complicated. Brynn then met with Ron and Matt to create a communication to the college. See email on Commlines.</p> <p>It was also suggested that we present this to a broader audience instead of the E-Team alone, so we'll be taking it to the Deans and Directors meeting May 30th.</p>	<p>Brynn will setup a meeting with Laura, Lisa, Jerry, Ed and Michael (Deans and Directors attendees) to come up with a game plan for the Deans and Directors presentation on May 30th.</p> <p>The group will present</p>	Laura Boehme, Lisa Bloyer, Stephen Newcombe & Chris Mills

	<p>All DSAC members that already attend this meeting will be asked to assist in the explanation of our mission and recommendation.</p> <ul style="list-style-type: none"> • It was suggested that we bring specific issues that affect others on campus to support the reason for our existence and gain traction with the group. • We also plan to speak about the 2 recommendations we have in the pipeline (Institutional Culture of Data Stewardship and the Data Standards Manual) 	DSAC to Deans and Directors May 30 th , and report feedback to the larger group.	
	Data Standards Manual See latest draft Recommendation	Tabled until the July meeting	Chris Egertson, Michael Fisher, Jason Frost & Ed Sea
	<p>Data Management Maturity Model & Metrics See latest Maturity Model Rubric</p> <p>Brynn explained the maturity model rubric. It was suggested that we include a visual which shows images reflecting chaos progressing to images reflecting organization.</p>	Subcommittee will meet May 22 nd to word smith the document before the presentation at the Deans and Directors meeting May 30 th .	Jerry Schulz, John Armour, Yvonne Ramage, Wesley Dymond, Brynn Pierce, Ashlee Sanders
On-Going Projects (10 minutes)	Tracking Co-Op Work Experience (CWE) Courses	Tabled until the July meeting	Chris Egertson
Glossary of Data Management Related Terms (10 minutes)	<p>Terms to be reviewed – See Notebook/DSAC/Glossary</p> <ul style="list-style-type: none"> • Relational Database • Schema • Enterprise Resource Planning (ERP) 	Tabled until the July meeting	All
Next Social Gathering (you are not required to attend)	Thursday, June 12, 2014 Broken Top Bottle Shop 5:00 pm		