

CENTRAL OREGON COMMUNITY COLLEGE  
**Data Stewardship Advisory Committee Meeting Agenda**

<b>Date:</b>	Friday October 18, 2019	<b>Facilitator:</b>	Stephen Newcombe
<b>Time:</b>	9:00 am – 10:30 am	<b>Notes:</b>	Work Team
<b>Place:</b>	LIB 0221	<b>Agenda Maker:</b>	Stephen Newcombe

<b>Attendees:</b>	Donna Casey, <i>Work Team</i>	x	Stephen Newcombe, <i>Chair, Work Team</i>	x	<b>Guests:</b>	
	Krista Leaders	x	Rebecca Oprish, <i>Web editor</i>	x		
	Wesley Dymond		Brynn Pierce, <i>Work Team</i>	x		
	Layla Solar	x	JJ Shew, <i>DSM Captain</i>	x		
	Adrian Syrell, <i>Work Team</i>	x	Chris Mills	x		
	Drew Cecchini – Maternity Leave					

Agenda Item	Discussion	Responsible Person(s)
<b>Welcome New Members</b>	<ul style="list-style-type: none"> <li>Krista Leaders</li> <li>Donna Casey</li> </ul>	All
<b>DSAC Purpose</b>	<ul style="list-style-type: none"> <li>Brief bio and background of committee</li> </ul>	Stephen/All
<b>DSAC Resources</b>	<ul style="list-style-type: none"> <li>Introduction to committee pages and resources</li> </ul>	Stephen
<b>Assigning Roles</b>	<ul style="list-style-type: none"> <li>DSM Captain</li> <li>Web Editor</li> <li>Work Team</li> </ul>	Stephen/All
<b>2019-20 DSAC Goals (DRAFT)</b>	<ul style="list-style-type: none"> <li>Review &amp; Prioritize Goals</li> </ul>	Stephen/All
<b>Good of the Order</b>	<ul style="list-style-type: none"> <li>Anything on your mind</li> </ul>	All
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>Monday, December 9, 2019; 10:30am-12:00 (Noon) in CCC 116</li> </ul>	

## **Meeting Notes**

### **Welcome New Members**

The group welcomed two new members:

- Krista Leaders – Instruction (replacing Erika Carmen)
- Donna Casey – Faculty (replacing Jake Agatucci)

### **DSAC Purpose:**

Reviewed Charge of Committee, discussed member roles and participation expectations.

The primary purpose of the Data Stewardship Advisory Committee (DSAC) is to facilitate a cohesive approach to managing and utilizing data at COCC.

- All employee groups are represented.
- All members are voting members.
- Members are asked to participate and make an effort to understand data management.
- Members are encouraged to support data management across the college and especially in their department area.

### **DSAC Resources:**

Introduction of committee pages consisting of Data Governance Principles, Data Standards Manual (DSM), and Data Management Training Series videos. Also demonstrated how to login to SharePoint where notes and other resources are stored such as the Data Governance Whitepapers and Core Capability PowerPoints.

### **Assigning Roles:**

- DSM Captain – JJ Shew
- Web Editor – Rebecca Oprish
- Work Team – Stephen Newcombe, Adrian Syrell, Brynn Pierce and Donna Casey

### **Discuss DSAC Goals:**

- Stephen, Brynn, Chris and JJ have a meeting with the President on 11/1 to discuss possible future direction of DSAC and hope to have a better idea of which goals to prioritize.
- JJ will create a 1-2 pg summary of the core capabilities for easier review
- Marketing & Promotions subgroup (Krista, Rebecca, Adrian and Brynn) meeting on 10/30 to discuss:
  - New Employee Orientation/WIN and confirming use of the training videos and bookmarks
  - Review the bookmark, how many we have in stock and propose any updates to DSAC – like adding the Guiding Principles

- "No Dirty Data" Award + Guiding Principles: post an announcement to Bobcat Community (recycle from last year) and have college nominate so we have a list to review with DSAC at the December meeting.
- Determine a recommendation around promoting the training videos.

**Work Team meeting:**

Work team will meet on 11/26 to plan out the next agenda.

**Next Meeting Prep**

Everyone should review the videos on Data Management and Roles for refresher.

It would be good to visit the SharePoint site to familiarize yourselves with the structure and navigation.

**Next Meeting Date**

Monday, December 9, 10:30am-12:00pm in CCC 116