

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Tuesday, January 14, 2020	Facilitator:	Stephen Newcombe
Time:	1:00 pm – 2:30 pm	Notes:	Work Team
Place:	LIB 221	Agenda Maker:	Stephen Newcombe

Attendees:	Donna Casey, <i>Work Team</i>		Stephen Newcombe, <i>Chair, Work Team</i>	x	Guests:	
	Krista Leaders		Laura Boehme			
	Wesley Dymond	x	Brynn Pierce, <i>Work Team</i>	x		
	Denise Hatch		JJ Shew, <i>DSM Captain</i>	x		
	Adrian Syrell, <i>Work Team</i>	x	Chris Mills	x		
	Kara Rutherford					

Agenda Item	Discussion	Responsible Person(s)
Welcome and Housekeeping	<ul style="list-style-type: none"> Past meeting notes 	All
Replace Web editor	<ul style="list-style-type: none"> Rebecca is gone so need a new web editor 	All
PAT presentation/report	<ul style="list-style-type: none"> Timeline Brainstorm session Small workgroup but open to all 	Brynn, Adrian & Stephen All
DSAC Award	<ul style="list-style-type: none"> "No Dirty Data" Award 	Brynn
Standing Agenda Items	<ul style="list-style-type: none"> Change Log DSM 	JJ
Good of the Order	<ul style="list-style-type: none"> Anything on your mind 	All
Next Meeting	<ul style="list-style-type: none"> Tuesday, February 11, 1:00-2:30 in LIB 221 	Workgroup

Meeting Notes

DSAC Web Editor

Krista Leaders volunteered to be the web editor. Stephen will contact Scott & Barry to have permissions changed from Rebecca to Krista.

PAT Presentation Report:

- Brynn created a draft timeline based on assumption we could present to PAT on March 17. Outline is posted in DSAC SharePoint under Library>Communications>PAT Data Stewardship Discussion.
- Stephen will follow up with President to confirm date of PAT presentation, time allotted, and any necessary handouts.
- Brainstorm session – members brainstormed some issues, reasons, accomplishments and future possibilities to include in presentation. Those ideas are listed under the outline posted in SharePoint.
- Weekly Workgroup sessions – Stephen set up weekly meeting times every Wednesday from 1-2pm in BEC 160 for any member who wants to attend to start drafting the presentation.

DSAC Award:

Drew created the award certificate before her absence. Award was circulated and signed by members who were present. Brynn will schedule a time to meet with the winners. Adrian and Chris will help present award. Brynn will put together a posting with picture for Stephen to post to Bobcat Community.

Standing Agenda Items:

Change Log – Need to update Strategic Plan connections on web.

DSM – JJ presented corrections that need to be made on DSM.

Good of the Order:

Wesley brought up that identifying our systems and how they are used should be on the intranet so it is not accessible to hackers. Stephen will discuss with Barry how we go about transitioning to intranet.

Work Team meeting:

Work team will meet on 2/4 to plan next agenda.

Next Meeting Prep

Please plan on contributing to the Draft DSAC presentation for PAT meeting on February 25.

Next Meeting Date

Tuesday, February 11, 1:00-2:30pm in Max Merrill Library room.