

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

<b>Date:</b>	Monday, December 9, 2019	<b>Facilitator:</b>	Stephen Newcombe
<b>Time:</b>	10:30 am – 12:00 pm	<b>Notes:</b>	Work Team
<b>Place:</b>	CCC 116	<b>Agenda Maker:</b>	Stephen Newcombe

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

<b>Agenda Item</b>	<b>Discussion</b>	<b>Responsible Person(s)</b>
<b>Welcome and Housekeeping</b>	<ul style="list-style-type: none"> <li>Past meeting notes</li> <li>Volunteers for Committee Review Group</li> </ul>	All
<b>Mtg with President</b>	<ul style="list-style-type: none"> <li>Update from discussion with President</li> <li>Request for follow-up (early 2020)</li> </ul>	Stephen, JJ, Chris and Brynn
<b>2019-20 DSAC Goals</b>	<ul style="list-style-type: none"> <li>Narrow-down and set goals for year</li> </ul>	Brynn
<b>Marketing &amp; Promotions</b>	<ul style="list-style-type: none"> <li>Update on New Employee Orientation</li> <li>DSAC Training Videos</li> <li>Review “No Dirty Data” award nominations</li> </ul>	Krista, Brynn, Adrian and Rebecca
<b>Standing Agenda Items</b>	<ul style="list-style-type: none"> <li>Change Log</li> <li>DSM</li> </ul>	JJ
<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>Tuesday, January 14, 1:00-2:30 in LIB 221</li> </ul>	Workgroup

## **Meeting Notes**

### **Meeting with President**

Stephen, Brynn, Chris and JJ provided a handout of the outline for the meeting with the president and gave a brief overview. The president does not have any previous history with Data Governance or Stewardship but was very receptive to our discussion and asked for an appearance at a future PAT meeting. Stephen will find out when we can present to PAT in early 2020 and find an available meeting time to bring back an outline to DSAC.

### **Marketing & Promotions:**

- Update on New Employee Orientation
  - Rebecca will follow-up about putting bookmarkers in new employee bags. Rebecca also gave an overview of the new program called WIN and showed the webpage and stated HR has an agenda item to post Data training videos on the website.
- DSAC Training Videos – Some people re-watched the videos and noticed there are references to old Banner screens and had photos of previous president. We may want to watch again and document things that should be edited.
  - Award nominations – The group discussed the nomination and evaluated the appropriate DG Principles it applied to. Although only one principle was mentioned for award last year, we decided it might be a good idea to reference multiple so people can get a better understanding of the principles.
  - Chris will look for the award template and Brynn offered to bake treats and draft the award language.
  - The group further discussed awards in general and would like to award something other than to a large project, perhaps to a program or group of people for enhancing processes.
  - Wesley volunteered to draft examples of the principles relating to the technology component.

### **Work Team meeting:**

Work team will meet on 1/7 to plan next agenda.

### **Next Meeting Prep**

Please plan on contributing to the brainstorm session about discussing Data Governance at a future PAT meeting.

### **Next Meeting Date**

Tuesday, January 14, 1:00-2:30pm in Max Merrill Library room.