CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	December 11, 2014	**Facilitator:**	Brynn Pierce
Time:	2:00-3:30pm	**Notes:**	Ashlee Sanders
Place:	BEC Boardroom	**Agenda Maker:**	Brynn Pierce, Ashlee Sanders, Laura Boehme, Wesley Dymond

Attendees:						
	John Armour	X	Shelley Huckins	X	**Guests:**	
	Lisa Bloyer		Chris Mills	X	Susan Galecki (IE, Research Specialist)	
	Laura Boehme, *Chair-Elect*	X	Stephen Newcombe			
	Wesley Dymond, *Work Team*	X	Brynn Pierce, *Chair*	X		
	Chris Egertson	X	Katie Ritter	X		
	Michael Fisher		Sean Rule	X		
	Jason Frost		Ashlee Sanders, *Work Team*	X		
	Caren Graham		Ed Sea	X		
	Katie Graham	X	JJ Shew	X		

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (15 minutes)	**Welcome new members!** Katie Graham, Katie Ritter and Shelley Huckins. Brynn briefly discussed materials on SharePoint and history of committee. Future DSAC meetings are schedule through July 2015. **Adhoc Project List** Brynn explained that this list was created as a place to bring projects that need attention but do not always have a clear avenue for a solution. Members should continue to add to this as necessary. **Data Management at COCC Road Show Presentation** So far, we have taken this presentation to Deans and Directors (Spring 2014) and most recently Chairmoot and TAC. Charimoot will be selecting one of their members to join DSAC.	Ashlee and Laura to check Shelley's access to SharePoint site. Brynn to update the list of committee members.	Brynn

	The work team has started a list of committees/groups that we should visit. Chris Mills also recommended taking it to Alicia Moore's senior staff meeting at some point. Presentation should only take 10-15 minutes depending on questions.	Decide in January who (from DSAC) can attend future road show presentations.	
College Committee/ Work Group Updates (10 minutes)	**DSAC - Argos User Group** Argos is an institutional reporting software COCC has been using for 2 years. This group formed to help standardize the implementation, which consists of naming conventions, datablock and report descriptions and the use of templates. She provided a handout summarizing what the group has come with so far. **Instructional Banner Support Group** Recently decided to change how the schedule sections are rolled. This process will no longer be by year but by term. **CIPs Code Work Group** CIP stands for Classification Instructional Programs, which are defined by the Federal Government but assigned by the State of Oregon. This relatively new group has determined a process to assign new programs CIPs code in banner, and are currently working to clean-up or check existing codes. **Technology Advisory Committee (TAC)** Currently completing project reviews, but no large updates. At some point, people from key functional areas will start becoming involved in this review process.		All

	College Affairs Our new charter was brought to college affairs for the 1st reading. The second reading should occur sometime around January 9th.		
Educational Moment (15 minutes)	**Data Classification & Policy** Classifying data… • Helps to better understand and use data. • Is foundational to put a value on data, which assists in making the right investments. • Assists to meet regulation requirements (i.e. FERPA, HIPPA, etc.) Examples of other colleges and private sector businesses were provided (links available in presentation slides). 5 steps to data classification (see EDUCASE): 1. Determine Need, such as laws or regulations (FERPA, HIPPA or other state laws) 2. Determine rolls and the functional use for each roll (data owner, data steward or data user) 3. Classification levels, 3 or 4 that are simple to remember (Public, Restricted, Private) 4. Methodology & Procedures. Train and provide policy and procedure tools. 5. Review impact process (cycle back to make sure everything is working as it should) Good source references are available at the end of the presentation for further review. What do we currently have in place and how can DSAC support this effort?		Wesley Dymond

	• IT is currently working to clean up existing data classifications. • Wesley is making a list of classification options now.	Discuss possible initiatives at a future meeting.	
Adhoc Projects (30 minutes)	There were not updates in regard to the following projects: • Student Type Work Group • CWE Follow-up **Inventory of Argos Data Blocks** Chris Mills mentioned in the Argos core group update that there is now a datablock in place to query other data blocks to check availability or act as an inventory. **Part-Time Employees – Tracking Multiple Assignments and Hours** We currently have employees who are hired as part time who end up being hired for an additional position at COCC sometimes causing their hours to exceed 30 hours. Per the Affordable Care Act (ACA), COCC is required to track anyone entitled benefits, which is anyone working over 30 hours on average during a 10 month "look back" period. Right now, a report is ran monthly from Banner to help catch these employees however, HR is looking for a way to be more proactive. In addition, the department who hires the employee for the second position is currently responsible to pay benefits. How is the hiring manager supposed to know? Questions/Suggestions:		Jason Frost Stephen Newcombe Chris Mills JJ Shew

	- Why not weight the cost of benefits between departments? - It's assumed that the primary hiring manager has budgeted for a certain amount of hours, but the secondary should know the employee already has another position. - Why not distribute the budget differently for these departments? - Would web time entry software's scheduling component alleviate some of these issues? - Would be more helpful if timecards were weekly instead of monthly. - Would managers have access to view other department hours? View rights vs. approval rights? - JJ to look into this option - Currently there is a running estimate available based on the temp to hire form completed by hiring managers, however it is in Excel and does not include PT faculty.		
Subcommittee Updates (20 minutes)	**Institutional Culture of Data Stewardship** - The group is finalizing a questionnaire - Plans to schedule appointments to meet with 8-9 FA staff. - Each committee member will interview one person, ideally before our next DSAC meeting (Jan 22nd.)		Laura Boehme, Lisa Bloyer, Stephen Newcombe, Sean Rule
	Data Standards Manual Group plans to meet again in January. We used University of Northern Colorado's web based Data Standards Manual as an example to get started.		Chris Mills, Jason Frost, Wesley Dymond, Chris Egertson

	Chris Mills met someone from the university at a recent TouchNet training who had no idea they had a Data Standards Manual. Unfortunately, it is now no longer available online.		
	Data Management Maturity Model & Metrics The committee has been working to re-word the survey that DSAC members took this fall to make it more user friendly. Currently seeking feedback from other employees and will need regroup to determine next steps.		Caren Graham, JJ Shew, Brynn Pierce, Ashlee Sanders
	Business Intelligence The committee is currently working to identify and better understand current processes (in Argos, banner, degree works, etc.) They have their next steps out into three phases… 1. What are we doing now and how long does it take? 2. What is the gap between where we are and where we should be? 3. What are some different solutions? Determine the pros/cons, cost, timing, etc. Once these are determined, they plan to bring ideas or recommendations to the larger DSAC committee.		Ed Sea, Wesley Dymond, JJ Shew, Chris Egertson, Michael Fisher
Next Meeting	**Thursday, January 22, 2015** BEC Board Room 2:30 to 4:00 pm		