CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	March 19, 2015	Facilitator:	Brynn Pierce
Time:	2:30 - 4:00pm	Notes:	Ashlee Sanders
Place:	BEC Boardroom	Agenda Maker:	Brynn Pierce, Ashlee Sanders, Laura Boehme, Wesley Dymond

Attendees:	Lisa Bloyer		Chris Mills	X	Guests:	
	Laura Boehme, *Chair-Elect*		Stephen Newcombe	X	Ginger Korn	X
	Ron Boldenow	X	Brynn Pierce, *Chair*	X	Susan Galecki	X
	Wesley Dymond, *Work Team*	X	Katie Ritter			
	Chris Egertson	X	Ashlee Sanders, *Work Team*	X		
	Michael Fisher		Ed Sea	X		
	Jason Frost	X	JJ Shew	X		
	Caren Graham	X				
	Shelley Huckins	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome & Housekeeping (15 minutes)	**Membership** Sean Rule has opted out of participating with the committee. **Disaster Recovery** Wesley briefly chatted about the disaster recovery testing that took place in February, which several DSAC members participated in. All went well; in a true disaster, the school would be able to complete critical processes. **DSAC Road Show Progress** Reviewed the DSAC 2014-15 road show list with the group and reminded committee to update. **Accreditation** Within the accreditation report, we are looking at how we manage and structure our data. Our report is due 3/24/15. It is possible, but not likely that the visiting accreditation team	Brynn will work with Carol Higgenbothem regarding a faculty replacement.	Brynn

	may want to speak with DSAC. Their visit is planned 3/23 and 3/24. **Putting DSAC on the map!** Alicia has been circulating DSAC progress/materials to her colleagues, most recently at the student success conference in Portland.		
College Committee/ Work Group Updates (15 minutes)	**DSAC - Argos User Group** The group has not met recently but acknowledged that an effort needs to be made to start cleaning up what has already been created (ensuring consistency by way of formatted templates). On the plus side, admissions and records is almost completely out of Access. **Grad Tracks Core Group** Banner 9 will be closely intertwined with degree works, so the group is doing a lot of research and trying to figure out what this means for COCC. Ideally, the group would love to see the student planner available by fall, but it's very resource heavy. **Instructional Banner Support Group** Group has not met recently, but are considering restructuring the frequency of their meetings to include admins. **CIPs Code Work Group** After validating CIPs code, it was determined there was a big disconnect from what was in Banner compared to what the state had. As a result, the group has come up with a workflow process for future changes. Upcoming projects include… • Auditing major codes to ensure the right CIPs is attached. • Adding another character to the CIPs code to capture students that achieve multiple completions within the same field of study.		All

	Technology Advisory Committee (TAC) Working towards implementing a weighted spreadsheet, which would accompany any significant IT project presented to TAC. Overtime the goal would be to have a portfolio of these requests. A group of power users would be the ones to review the request… but this is a work in progress.		

Educational Moment
(20 minutes)
	Data 4 Analysis (D4A) – State Reporting
	
	• The state is moving from OCCURS to D4A. The old system allowed or a 2% error rate, now there is a 0% error rate. We need to work on accuracy.
	• State reporting needs data stewards to be knowledgeable about what is being sent and/or manipulated within Banner.
	• Why is it important?
	   o Performance based funding.
	   o Legislative requests are handled by the state on our behave.
	   o To fulfill State and Federal Reporting requirements
	   o Assists the state in applying for grants, which support Oregon Community Colleges.
	   o To assist in educational planning and improvement.
	
	If data is reported inaccurately, the state and legislature are not aware of that.
	
	Additional information regard D4A reporting is located within the presentation (link provided above).
			Chris Egertson
			Brynn Pierce

Subcommittee Updates (40 minutes)	**Data Standards Manual** A draft of the web based Data Standards Manual has been created on the COCC website, with the assistance of Scott and Barry. Only a couple of sections available to try it out… • Wesley reviewed the legal issues, which includes obligations for data stewards, data classification information, FERPA, and will eventually include information confidentiality (Oregon) laws. • Jason reviewed Name and Name Type standards (located under general person standards). This includes things like punctuation and special character usage, as well as address standards (i.e. being consistent, think "La Pine"). • Jason also went over the list of shared validation tables, which is a quick was to determine which departments might be affected by a change. o As a side note, right now many users have write access to these tables. Ginger is working to change this to read access for particular users. • Lastly, there is also a table named validation table changes that will assist us with historical documentation. Moving forward, who is the authority on these standards? Where does the committee stop and the college pick up? Who owns the manual? Discussed ideas… • Owners and stewards should agree on changes, with an ongoing group of these people that are constantly reviewing change requests. Maybe a small, revolving committee. • North Carolina has a maintenance and model team that has a defined schedule for reviewing changes.		Chris Mills, Jason Frost, Wesley Dymond, Chris Egertson

	• Going forward, we should let other college committees know we are endorsing something and simply ask them to adopt it. • Maybe we can implement via a soft roll out and add items to it over time. Having a web-based version would allow us to do that.		
Next Meeting	**Thursday, April 16, 2015** BEC Board Room 2:30 to 4:00 pm	Ashlee will look to reschedule, due to Ellucian Live and State Meetings.	

WORK IN PROGRESS

Adhoc projects listed below. An updated status on these projects should be documented in the Adhoc-Ongoing Projects spreadsheet. Also, at any time, the responsible DSAC member can request the project be placed on a DSAC agenda for further discussion.

Project	Responsible DSAC Member
Student Type Work Group	Jason Frost
CWE Follow-up	Stephen Newcombe / Chris Egertson
Part-Time Employees – Tracking Multiple Assignments and Hours	JJ Shew