

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

<b>Date:</b>	January 18, 2018	<b>Facilitator:</b>	J.J. Shew
<b>Time:</b>	1:00 pm – 2:30 pm	<b>Notes:</b>	Work Team
<b>Place:</b>	Coats Campus Center, CCC 116	<b>Agenda Maker:</b>	Wesley Dymond, Chris Mills, J.J. Shew, Jacob Agatucci

<b>Attendees:</b>	Jacob Agatucci, <i>Work Team</i>	X	Stephen Newcombe	X	<b>Guests:</b>	
	Erika Carman	X	Rebecca Oprish			
	Wesley Dymond, <i>Work Team</i>	X	Brynn Pierce	X		
	Layla Solar	X	JJ Shew, <i>Chair, Work Team</i>	X		
	Shelley Huckins	X	Courtney Whetstine	X		
	Chris Mills, <i>Chair Elect, Work Team</i>	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
<b>Welcome</b>	<ul style="list-style-type: none"> <li>Meeting kick-off</li> </ul>		J.J.
<b>Training Modules Rollout</b>	<ul style="list-style-type: none"> <li>Bookmark Update</li> <li>Faculty Update</li> <li>February Training Module "Marketing Blurbs"</li> <li>Training Module vs. Questionnaire Review</li> </ul>		Wesley / Jake / J.J.
<b>DSM &amp; Change Log Updates</b>	<ul style="list-style-type: none"> <li>New Items</li> </ul>		Wesley
<b>DSM Discussion</b>	<ul style="list-style-type: none"> <li>DSM: "To be internal or external, that is the question"</li> </ul>		Chris / J.J.
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>Thursday, February 15, 2018 from 1:00 – 2:30 pm</li> </ul>		

### **DSAC Meeting Notes**

- 1. Faculty Update on Training Module Rollout** – Jake provided an update from his meeting with Chairmoot. He shared that the videos will be released on Bobcat Community and to have Chair's forward to their departments and to participate. Tony and Dianne had participated in the pilot so they shared a little. Jake will continue to follow-up with Jim Ellis for New Faculty Orientation and Matt Novak and co-chair for Teaching Academy.
- 2. Bookmark Workgroup Update** – Courtney provided an update on the work the workgroup did on creating a checklist / bookmark new employees could take away from NEO. Stephen had shared some examples of what Continuing Ed has used. They are working with Lora on the artwork, and will hopefully have some mock-ups we can look at in February. Wesley is still working with Ron on having an alias created for DSAC.
- 3. Training Module "Marketing Blurbs"** – J.J. and Shelley worked on messaging to rollout the training videos next month. A copy will be sent out to the team for feedback. Stephen suggested using the same theme for rolling out the survey so there is some continuity in the message. Also, it was suggested by Brynn to add a link to the DSAC website so curious folks can easily get more information about DSAC. The training messages will go out on Tuesdays to Bobcat Community.
- 4. DSAC Website** – The DSAC website has been updated since the OmniUpdate migration. The DSM has been added to the DSAC menu, and the training module links have been added to a new DSAC Resources page. J.J. and Erika will work on some other improvements next week so the site is easier to navigate and metadata is added so searching will make it easier to find resources. Courtney started the discussion about whether we would have employees watch these videos annually, which led to a good discussion over our strategy moving forward. More to come on this discussion. Also, we discussed whether the DSM and the videos belong on the intranet (now that we have one) or internet. Wesley shared that usually if there business practices in documentation, to put it on the intranet. Since this has all been public-facing then there is no harm in leaving it out there until a better intranet authentication option is available. Courtney said she would check with Shared Governance about committee website standards.
- 5. DSM & Change Log Updates** – Wesley reported there were no new changes to review.
- 6. Clean Address** – Chris shared that the Clean Address project has been progressing. Courtney and Shelley have been making progress to clean-up thousands of bad addresses in Banner. These are addresses where Clean Address could not resolve the address issue against the USPS database. A new update, that checks against the USPS database, will be performed again and then we will run a regular process to clean up the addresses automatically.