

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Wednesday January 23, 2019	Facilitator:	Chris Mills/Stephen Newcombe
Time:	9:30 am – 11:00 am	Notes:	Work Team
Place:	HCC 301	Agenda Maker:	Chris Mills

Attendees:	Jacob Agatucci		Stephen Newcombe, <i>Chair Elect, Work Team</i>	X	Guests:	
	Erika Carman, <i>Web Editor</i>	X	Rebecca Oprish <i>Work Team</i>	X		
	Wesley Dymond	X	Brynn Pierce	X		
	Layla Solar, <i>Work Team</i>		JJ Shew, <i>DSM Captain</i>	X		
	Adrian Syrell	X	Chris Mills, <i>Chair, Work Team</i>	X		
	Drew Cecchini	X				

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
DSM Change Log – December Action Item Updates	<ul style="list-style-type: none"> DSM Change Log action item updates. Note that DSM review and recommendations should consider whether current “standards” are applicable across different platforms, or how to manage if Banner specific. 		JJ/All
Data Governance Process Capability	<ul style="list-style-type: none"> Understanding the Core Capability of Process. 		Chris/All
Committee Visibility	<ul style="list-style-type: none"> Further discussion of last meetings ideas around (stewardship) awards to a person, team or department for exhibiting data excellence. 		Brynn/Drew
Data Issues	<ul style="list-style-type: none"> AP Address problems for former students or employees. 		Adrian/Chris/JJ
DSM Future Expansion	<ul style="list-style-type: none"> Developing a vision for the Data Standards Manual. 		JJ/All
Next Meeting	<ul style="list-style-type: none"> Tuesday, February 19, 2019 1:00 pm – 2:30 pm in HCC 301 		Work Group

Meeting Notes

DSM Change Log and Action Item Updates

Email Address Standards:

Change Community Learning to Continuing Education under 'Authorized to add..' Suggestion of adding link and basic text around use of personal email address and a link to the password manager for single sign-on and looking into whether a link to the COCC emergency notification (Rave) system is appropriate. EMRG may no longer be a relevant email type since the implementation of Rave.

Action Items: Chris/JJ will do some more research and work with Erika to update the page.

Data Standards Review and Maintenance – Locate images lost in Omni Update conversion:

Barry found the images and Wesley sent them to JJ.

Action Item: JJ will forward them to Erika and Erika will add them to DSM.

Telephone Standards:

Discussion of "primary" phone numbers as connected to address, which is definitely a Banner centric reference. May wait until implementation of Banner 9 self-service before dismantling that verbiage entirely, but staff have largely abandoned the practice of entering new phone numbers with addresses and often enter them directly into the Banner phone page SPATELE.

Action Item: Erika please correct errors remaining from Omni Update: redundant sentence and run-on word "anew".

Action Item: Chris and Erika will consider how to reword the telephone standards to make them more system independent.

Address Standards:

Committee suggested adding the abbreviation for Suite to USPS abbreviations as it is commonly used locally. Remove reference to students and admissions prospects, as it is good practice in all to use one line for street addresses when possible. Much of the address standards can be made system independent and the Banner specific entries identified.

Action Item: Chris/JJ/Erika will reorganize slightly and update the page.

Data Governance Process Capability

PowerPoint and committee discussion of the core capability of process and how it fits into the DGPC model.

Key takeaways: One purpose of data management is to avoid security breaches or other data irregularities when possible. In order to do this, processes need to be proactive, broad and systematic. Data processes are cyclic and include analysis, maintenance and expansion as new systems or needs are identified. Process is a key component of strategy and assessment of the success of the DG efforts. Findings and development should align with institutional strategy and business needs and should be communicated in a transparent manner across the college.

Good data management processes should

- Utilize guiding principles of transparency, consistency, agility, change management, stewardship, and assessment.
- Facilitate college-wide data driven decision making.
- Be forward thinking – seeking to identify data that exists, or needs to exist in the future, based on college strategic goals.

The whitepapers discuss “guiding principles” as providing a foundation for institutional data management. This concept resonated with the committee and a brainstorm session is planned for the February meeting. Conceivably this is a product that could be used to assist diverse groups better understand the purpose of data management as the committee continues the work of making data management concepts and practical application mainstream.

There was additional conversation of taking one of the data roles “data stewards” and defining it for college consumption. The goal would be to identify areas/positions within departments to demonstrate where and why data stewardship is necessary and (in many cases) already in place. This is a step towards building data stewardship language and concepts into daily work. There are no plans to tie specific people/names to the role as the maintenance with turnover would be prohibitive at this time.

Committee Visibility

Drew and Brynn proposed that rather than developing something new, that the committee use the existing ‘No Dirty Data’ logo and tagline as the basis for recognizing individuals or groups across the college for good data stewardship. General discussion of how this could be implemented with ideas of pictures using props (signs or picture frames) and possibly awarding fun and specific certificates similar to ones used by Curriculum to increase visibility of data management efforts across the college. Next meeting will allow time to expand the discussion and begin planning for kick-off.

Also discussed was the idea of creating an outlook group for the committee that would facilitate nominations or other college communication. Currently there is a web form on the DSM that was intended for use in reporting data related issues or asking questions. Nothing has been submitted in over two years. Is the form worthwhile to keep, or is there some other way to promote use? One question is the name itself “Data Stewards Form”—does the name imply that it is for internal use?

Action Item: Wesley will look into the outlook group.

Data Issues

AP addresses for former students or employees: _ Committee did not get to this discussion. Will resume at a future meeting.

DSM Future Expansion

Discussion tabled for now. Planning requires further consideration and discussion of the purpose and structure of the DSM. Committee is exploring how to make DSM system independent and name systems (ex. Banner) when something is relevant only to that system and the item is important enough to be in the DSM.

Next Meeting: Tuesday February 19/2019 (HCC 301) 1-2:30pm