

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting Agenda

Date:	Tuesday February 19, 2019	Facilitator:	Chris Mills/Stephen Newcombe
Time:	1:00 pm – 2:30 pm	Notes:	Work Team
Place:	HCC 301	Agenda Maker:	Chris Mills

Attendees:	Jacob Agatucci		Stephen Newcombe, <i>Chair Elect, Work Team</i>		Guests:	
	Erika Carman, <i>Web Editor</i>		Rebecca Oprish <i>Work Team</i>			
	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					

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Data Governance Technology Capability	<ul style="list-style-type: none"> Understanding the Core Capability of Technology PowerPoint and discussion. 		Chris/All
Data Governance Guiding Principles	<ul style="list-style-type: none"> Brainstorm session. Bring ideas and group will discuss and narrow down. Goal is 5-7 COCC principles for Data Governance 		All
“No Dirty Data” Award	<ul style="list-style-type: none"> Proposal for award structure Discussion of implementation/timing of kick off 		Brynn/Drew
Updates on Strategic Planning Goal Work Groups	<ul style="list-style-type: none"> Initiative Assessment Plans Activities identified for Institutional Efficiency 		JJ/Brynn
Standing Agenda Items	<ul style="list-style-type: none"> DSM Change Log and action item review DSM Updates Data issues across the college 		JJ/Erika/All
Next Meeting	<ul style="list-style-type: none"> Tuesday, March 12, 2019 1:00 pm – 2:30 pm in LIB 221 		Work Group

Meeting Notes

Core Capability Technology PowerPoint

Discussion and presentation of the last of the three core capability areas. Note: PowerPoint is posted in SharePoint site under Resources for 2018/2019. Detailed notes are included for each slide.

Key points:

- Data is an asset – technology tools are used as part of the data governance model to facilitate protection, analysis and cyclic processes required for good data management.
- The three components that comprise the technology core capability are the information lifecycle, the technology domains and the Risk/Gap Analysis Matrix.
- In-depth discussion, breaking down the components and giving examples of how they apply to data governance, people, process and are used as part of an overall data governance strategy.
- Wrap up 'circle back' to remind ourselves of the main goals that lead into a discussion of guiding principles.

Guiding Principles of Data Governance

During the January meeting, the idea of adopting "guiding principles" as the vision that drives data governance at COCC was found favorable.

- Principles seem like something that is tangible enough for the general population to relate to.
- Principles are potentially the ideal measuring stick for gauging how a department, initiative, etc. meets the criteria for 'No Dirty Data' awards.
- Everyone agreed that any principles should be concise, and that we do not need to recreate the wheel as we can seek out a reputable source and benefit from good work done by others.

Brynn proposed that we use the goals from the Data Governance Institute: http://www.datagovernance.com/adg_data_governance_goals/

1. Integrity
2. Transparency
3. Auditability
4. Accountability
5. Stewardship
6. Checks-and-Balances
7. Standardization
8. Change Management

We may not be mature enough to use all of them, but we could focus on the ones that we can use adequately now and allow for growth, or adopt them all with the understanding that they will be implemented more fully over time. One consideration of approach is if we choose to follow procedure to have the college formally adopt them and add them to policies or procedures. Going through the approval process would be another way to gain visibility with core college components like college affairs, or whatever appropriate process that we would follow. Attainment of approval, represents another foundational step in making DG mainstream at COCC.

Maturity Model Rubric

As we move into the next stage of committee investment, we need to agree on the principles and then evaluate our current maturity model rubric against them, or build a new rubric around them.

The purpose of the rubric originally was to measure the college's maturity in implementing data governance. Since then, there have been other thoughts about how a rubric could be used.

- Some areas may be measured most appropriately internally (e.g. maybe is unrealistic to expect that the average functional user know much about the college's technical infrastructure).
- Utilizing a model and a simple set of evaluative factors, maybe best progress could be made not in largescale surveys, but by helping departments become better stewards of their data assets.

Conversation on the rubric and awards to be continued at the next meeting.

Next meeting:

Tuesday, March 12, 2019
1:00 pm – 2:30 pm in LIB 221