Data & Reporting Team (DART) Meeting Minutes, 08-24-17
BL 339, 8:30-10:00 AM

Minutes from last meeting: Previously approved via DART SharePoint

Financial Aid Data Mart Demo: Kathi Robinett

Kathi gave a demonstration of the new Financial Aid Data Mart, and Matt Wesley provided technical details. The table selection for inclusion into a given data mart will be specified in the data governance package for the proposed mart, with data access being granted by data owners during the governance review and approval process.

Cognos 11 Go Live Date: Weekend of October 21/22

Cognos 11 Go Live Support Activities

- Cognos user group meetings the Monday (1:30-3:00) & Thursday (10:30-noon) before Go Live
- Available help the Monday after and week after Go Live
- Cognos Office Hours offered weekly after Go Live , and personal mentoring
- Susie—developing Cognos 11 support materials and training documents
- Cognos 11 support materials will be placed on Cognos SharePoint
- Staged communication to introduce Cognos 11 to user community
- Susie putting together training schedule now that date is set
- Possible Cognos 11 navigation video or webinar
- Additional support activities will be discussed/implemented by the Community Support Subteam.

DART Subteam Updates—See minutes from last meeting for potential updates

- Communications (David Wilkins). This group will probably be involved in the upcoming Cognos 11 Go Live communications strategy.
- Community Support (David Wilkins). Met with representatives from Price College of Business and Arts and Sciences. Generally, there seems a high degree of satisfaction with the ability to get data out of Cognos and satisfaction with Cognos reporting support offerings. We may meet with another college soon. Gearing up for Cognos 11 Go Live support activities. May create Cognos SharePoint Online pages for most-often run reports (839/961).
- Data Dictionary (David Wilkins) This group is continuing to create data dictionary entries for tables that don't yet have entries. We will finish this effort soon.
- Data Review (David Wilkins) This group has met twice recently, and has been given Read Access to the DRRG Foundational Items and Approved Packages folders. This group will be notified upon a new request made to DRRG, and again upon DGCC package approval, and given a 2-day window for virtual review and comment. This group has also agreed to try to perform an auditing role once packages are approved, to ensure packages are documented and items are

built according to specs. It's expected that much of this teams work will be done virtually, and leadership will be established at the next meeting.

- Data Quality & Training (Brendan Klein) This team is developing a OneNote Notebook response template to be used to track issues. Each issue will have its own Notebook, with different tabs for each set of actions during the issue review, investigation, and recommendation process. This template will be finished soon, and will be tested with a pilot project.
- Policy & Recommendations (David Wilkins) This group is polishing a spreadsheet listing IT- and Data-related entities on campus, and that will soon be posted to the DART P&R webpage, and may have pointers from other websites (ITC, IT Policy). This team has scaled back meeting frequency to every other month and meets again in September.
- Reporting Tool Training (Susie Irwin)
  - o Consumer Training on 8/28
  - o Susie also working on new reports

Other Issues? None were mentioned.

Next meeting: October 26, 2017, 8:30-10:00, BL 339