Meeting Notes
June 23, 2016

Present: David Wilkins, Marcus Glenn, Chris Wallace, Krystal Golding-Ross, Justin Wollenberg, Rhonda Dean-Kyncl, Brendan Klein, Lindsey Johnston, Aaron Biggs, Jeff Henderson, Krista Pettersen (by phone), Misty Rhodes (by phone).

Minutes: The minutes from the May 26, 2016, meeting were reviewed and approved.

Request Process Flow and DART Interaction. Aaron Biggs presented an overview of the revised Request Process Flow and interjection points for involvement by the DART Data Review Subteam. This new process flow will be used for new Cognos packages, additions to the ODS, new API requests, and other additions to the reporting repository. The Data Review Subteam will perform a review of governance packages prior to submission to the Data Governance Coordinating Committee. David Wilkins also mentioned the possibility of a DART Process Flow, documenting the possible involvement of DART subteams for new data requests. It is possible that the DART Data Review, Data Dictionary, Data Training, and Communication subteams may all play a role for certain types of data requests.

Document branding template placed in each subteam OneDrive folder. David mentioned that a copy of the approved DART branding template has been placed in each DART subteam folder on OneDrive.

DART website progress. Progress continues to be made, albeit slowly.

DART Subteam Updates

- Communications—David Wilkins showed a draft of a communication matrix, where different types of communication needs for the reporting environment are listed, those responsible for making such communications, the audience, the communication method, etc. The Communications Subteam will continue revising this draft.
- Community Support—The Community Support Subteam will be creating a Qualtrics survey to be sent to Cognos authors in an attempt to identify useful reports in department folders that may be candidates for promotion to the Production folder for campus-wide use.
- Data Dictionary—This team is continuing to work on Cognos and data FAQs. Versions for both Cognos Consumers and Cognos authors are being created.
- Data Review—Aaron Biggs reported that five new data proposals were coming online soon.
- Data Training—The next meeting for this team needs to be scheduled.
- Policy & Recommendations—The next meeting for this team is this afternoon. The team may discuss creation of a Statement of Appropriate Data Use.
- Reporting Tool Training—Cognos trainings have been taking a summer break. Trainings may be retooled based on what is learned about Cognos 11. This team will be taking over Cognos Office Hours responsibility.

IT Updates

- ServiceNow replaced by Cherwell. Justin Davis will give Cherwell overview next DART meeting.
- Student Support Portfolio: Final reviews taking place and will be presented at a future meeting.
- Cognos 11 (rebranded as Cognos Analytics): Being installed in a test instance for evaluation. Stay tuned.
- Student Portal Update. A beta version will go live on July 11 to a small focus group. The new portal will run in parallel with Ozone throughout fall in hopes that Ozone can be decommissioned for next spring.

Next meeting: August 25, 8:30-10:00, Devon 220, unless need to meet sooner.