

DART Policy & Recommendations Subteam Minutes, 05-26-16

Attendees: Jeff Wall, Emilie Giustozzi, Justin Wollenberg, David Wilkins

- Review/Approve minutes of 4/28/16 (in OneDrive folder) **Approved.**
- Leadership vote & length of term. **Nominees are Emilie Giustozzi and David Wilkins. Vote was postponed due to lack of quorum.**
- OneDrive working okay? Suggestions for usage improvement. **The group said OneDrive is working fine. Jeff suggested using the Comments function to make comments or suggest revisions instead of editing within Word or Excel.**
- Proposed Cognos Standards Review (in OneDrive>DART Policy & Recs>Review Documents). **This document, originally developed by the old ODS Team was approved, and will become a DART standard.**
- Proposed process for moving Cognos Reports to Production (in OneDrive>DART Policy & Recs>Review Documents) **The document was reviewed, and there was general agreement on the method. The question became how best to implement. In the absence of completion of OCRC 1007, which was approved and called for a new web workflow, this revised document current calls for an e-mail-based workflow. Jeff suggested David contact Douglas Phillips to see if OCRC request 1007 is on the studio team's radar. If not, we could wait until Cherwell (which is replacing ServiceNow) is functional. Cherwell has built-in workflow that would aid this process. Additionally, Cherwell licensing allows IT and non-IT staff to participate. Jeff also mentioned that Initas might be a possible solution.**

Additional topic: David mentioned that the Community Support team had discussed the idea of polling Cognos authors to see if they had any reports used for their department only, which might be candidates to be promoted to the Academic General folder for campus-wide use. Some of these reports might have to undergo changes for prompting, or look-and-feel per standards.

Qualtrics or some other means could be used to poll authors, who would then give the location of any candidate reports. An ad-hoc group could be formed to examine those reports for viability for promotion. The Cognos author could grant this ad hoc group access to the Cognos report folder location for review. This idea needs to be developed further.

- Next meeting: June 23, Collings Hall, Room 237