

## **DART Communications Subteam Virtual Meeting,**

**December 11, 2017**

David Wilkins put forth a proposal to fold the responsibilities of the DART Communications subteam into the DART Community Support Subteam, and then disband this subteam. This proposal would then be voted on at the next DART meeting on December 14, 2017.

This meeting was held via e-mail.

These minutes of the virtual meeting contain the following sections:

- Proposal
- Result
- Next Action
- Update

### **PROPOSAL**

The e-mail text of the proposal follows:

**From:** Wilkins, David  
**Sent:** Monday, December 11, 2017 9:21 AM  
**To:** Otto, Patti M.; Klein, Brendan F.  
**Cc:** Irwin, Susie S.  
**Subject:** DART Communications Subteam?

Greetings.

The DART Communications Subteam hasn't met in over a year.

When we last met, we polished the attached communication matrix.

Would you please review this (especially rows 19-21) and see if you still think that we need a DART Communications Subteam? DART Community Support handled the Cognos 11 upgrade communications, and I've been kicking around the idea of recommending the decommissioning the DART Communications Subteam and folding those responsibilities into DART Community Support. But I wanted to get opinions on this before moving forward. Maybe there is still need for both subteams.

As a refresher, the charters and memberships can be found on [ou.edu/dart](http://ou.edu/dart).

I have already asked Susie Irwin, who sits on both subteams, and she was of the opinion that the responsibilities of DART Communications could be folded into the DART Community Support subteam.

One advantage folding communications responsibilities into DART Community Support is that subteam already has a standing monthly meeting, and could discuss upcoming communication needs. Another advantage is that it represents one 'Go To' subteam for DART-related communications and would eliminate any confusion.

Thanks for taking a minute to review this, and for your thoughts. I'd appreciate hearing from you by noon on Tuesday, 12/12/17.

Once I have your opinions, I will discuss them with DART Community Support at our meeting on Wednesday, to see if that subteam is in agreement with this idea.

Thank you,  
David

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#### **RESULT**

Respondents to the proposal were unanimous in support of this proposal.

#### **NEXT ACTION**

The proposal will be presented at the next DART meeting on 12/14/17.

#### **UPDATE**

The proposal was approved at the DART meeting of 12/14/17, and this subgroup shall be considered disbanded as of that date.