

DART Community Support Subteam Minutes, 09-14-16

- Review/Approve minutes of 8/10. **Minutes were approved**
- Review DART website content. Live but unannounced.
- Cognos 11/Training update. **The training schedule for fall is being altered due to the Cognos 11 implementation next year, and the need to create training and support for that upgrade. A Consumer Overview training will be scheduled for fall. This training will show all Production reports available for Consumers to run. There will be no dedicated author training sessions scheduled for fall. Cognos Office Hours will be advertised as the primary means for author training on various techniques, though individual author mentoring will also be available upon request.**
- Plan a Fall User Group Meeting? Topics, or What can Cognos do for you? **A fall user group meeting will not take place due to lack of content. A User Group meeting will likely be scheduled for spring, introducing Cognos 11. Instead of a User Group meeting, the group will consider reaching out to Academic Chairs and Directors.**
- Possible Projects
 - Reaching out to Chairs and Directors, others
 - Communication Plan & Response
 - **David will create an Academic Chair/Director list using Peoplesoft data, considering both those with specific job appointments as chairs/directors and those with a Chair/Director Administrative Post entry. The Graduate College Liaison list will also be used to create this list of chairs/directors. To this information, David will add a Cognos license status, denoting those who have a Cognos license, and which license type. Finally, a column will be added to denote whether that chair/director area already has someone with a Cognos license.**
 - **Once a list is finalized, chairs and directors will be invited to an information session sharing the types of data and reports available via Cognos.**
 - **Because most of the chairs and directors will be faculty, a FERPA disclosure for data access will be made, and those who desire a license would have to undergo FERPA training per current Cognos license request requirements.**
 - Dashboard surveys—**The group decided to hold off on this for now.**
 - Chairs/Directors
 - Deans
- Next meeting: 10/12/16